JANUARY 19, 2016 7:00 P.M.
JONES COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
JONES COUNTY AGRICULTURAL BUILDING, 110 MARKET STREET
TRENTON, NC 28585
MINUTES

COMMISSIONERS PRESENT:

Zack Koonce, Chairperson Frank Emory, Vice-Chairperson Mike Haddock, Commissioner Joseph Wiggins, Commissioner Sondra Ipock-Riggs, Commissioner COMMISSIONERS ABSENT:

OFFICIALS PRESENT:

Franky J. Howard, County Manager Brenda Reece, Finance Officer

The Chairperson called the meeting to order. Commissioner Frank Emory gave the invocation. **MOTION** was made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the agenda be **APPROVED** with the following additions:

6. Meeting Schedule

MOTION made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory, and unanimously carried THAT the minutes for Regular Meeting on January 11, 2016 be APPROVED.

PUBLIC COMMENT PERIOD:

Mr. Wayne Hurley talked to the Board about water issues on Pole Pocosin Road. Also, requested more information go out to the Public.

1. JONES COUNTY WATER SUPPLY IMPROVEMENTS LETTER OF CONDITIONS

Mr. Franky Howard presented the Board with the Jones County Water Supply improvements Letter of Conditions which was tabled at the last meeting. Mr. Howard introduced Nat Wilson and Gabrielle Janice, Sate Representatives with the Department of Environmental Quality. There was discussion by the Board. **MOTION** made by Commissioner Frank Emory, seconded by Commissioner Mike Haddock and carried **THAT** the Letter of Conditions be **APPROVED** as presented.

Motion was **OPPOSED** by Commissioner Sondra Ipock-Riggs. A copy of this Letter is marked **EXHIBIT A** and is hereby incorporated and made a part of the minutes.

2. COASTAL COMMUNITY ACTION 2016-17 CSBG APPLICATION FOR FUNDING

Mr. Franky Howard presented the Board with the Community Services Block Grant Program funding application submitted by Coastal Community Action. MOTION made by Commissioner Frank Emory seconded by Commissioner Joseph Wiggins and carried THAT the funding application be APPROVED as presented.

Motion was **OPPOSED** by Commissioner Sondra Ipock-Riggs. A copy of this funding application is marked **EXHIBIT B** and is hereby incorporated and made a part of the minutes.

3. JONES COUNTY SENIOR CENTER HCCBG FUNDING PLAN

Mr. Franky Howard presented the Board with the Home and Community Care Block Grant Funding Plan for the Jones County Senior Center. **MOTION** made by Commissioner Frank Emory seconded by Commissioner Joseph Wiggins and unanimously carried **THAT** the Funding Plan be **APPROVED** as presented. A copy of this Funding Plan is marked **EXHIBIT C** and is hereby incorporated and made a part of the minutes.

4. JONES COUNTY SCHOOLS LONG RANGE PLAN

Mr. Franky Howard presented the Board with the Long Range Plan for the Jones County Schools. **MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory and unanimously carried **THAT** the Long Range Plan be **APPROVED** as presented. A copy of this Plan is marked **EXHIBIT D** and is hereby incorporated and made a part of the minutes.

5. JONES COUNTY AUDIT REPORT

MOTION made by Commissioner Franky Emory, seconded by Commissioner Joseph Wiggins and unanimously carried **THAT** the Audit Report be **APPROVED** as presented.

6. MEETING SCHEDULE

MOTION made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory and unanimously carried **THAT** the meeting schedule be **APPROVED** as presented.

COUNTY MANAGER'S REPORT

No Report

COMMISSIONER'S REPORTS

Commissioner Sondra Ipock-Riggs stated that people will move out of the county and no one will buy because of the Solar Farm.

Commissioner Mike Haddock requested a follow up with FSA.

Chairperson Zack Koonce requested a clock for the meeting. He also discussed issues Coastal Women's Shelter had about being housed within the Department of Social Services.

PUBLIC COMMENT

No Public Comment

MOTION made by Commissioner Joe Wiggins, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the meeting be **ADJOURN** at 8:30 p.m.

Zack Koonce

Chairman

Brenda Reece

Acting Clerk to the Board



United States Department of Agriculture

January 11, 2016

Mr. Zack Koonce, Chairperson Jones County PO Box 340 Trenton, NC 28585

RE: Jones County

2015 Water Supply Improvements

Dear Mr. Koonce:

This letter establishes the conditions, which must be understood and agreed to by Jones County ("County") before further consideration may be given to the application. The State and Area Office staffs of USDA Rural Development will administer the loan and grant funds for this project on behalf of the Rural Utilities Service (RUS).

Any changes in project costs, sources of funds, scope of services, or any other significant changes in the project or County must be reported to and approved by USDA Rural Development by written amendment to this letter. Any changes not approved by Rural Development shall be cause for discontinuing processing of the application.

This letter is not to be considered a loan/grant approval letter or as a representation as to the availability of funds. The docket may be completed on the basis of a RUS loan not to exceed \$6,157,000 a RUS Grant not to exceed \$1,984,000, and an applicant contribution of \$50,000 for a total project cost of \$8,191,000.

If Rural Utilities Service makes the loan, the interest rate will be the lower of the rate in effect at the time of loan approval or the rate in effect at the time of loan closing. If you choose otherwise, your written request should be submitted to this office as soon as practical, but not later than sixty (60) calendar days prior to loan closing.

The loan and grant will be considered approved on the date a signed copy of Form RD 1940-1. "Request for Obligation of funds', is signed and mailed to you by the Rural Development State Director or an appointed representative.

Please complete and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions", if you desire that further consideration be given to your application.

If conditions set forth in this letter are not met within twenty-four (24) months from the date of loan closing, whichever occurs first, Rural Development reserves the right to discontinue processing of the application.

PROJECT BUDGET

Funding for the project is based on the following estimated project expenditures as follows:

		To	tal
Project Costs:		Βι	idgeted:
Construction		\$	6,550,600
Engineering Fees:		\$	1,053,325
PER/Environmental Report	\$ 25,000		
Basic Services	\$ 608,600		
Resident Inspection	\$ 388,850		
Additional Services	\$ 30,875		
Legal Fees (Local Attorney)		\$	10,000
Bond Counsel		\$	15,000
Land & ROW (Easement Acquisition)		\$	80,000
Equipment		\$	5,000
Advertising & Permits		\$	9,500
Interest		\$	140,000
Project Contingency		\$	327,575
Total Project Cost		\$	8,191,000

REPAYMENT SCHEDULE

The loan will be scheduled for repayment over a period of forty (40) years. The first principal and interest payment will be due and payable on June 1 following the date of loan closing or delivery of the bond. Each payment (principal and interest) thereafter, will be due and payable annually on the 1st day of June of each year.

PREAUTHORIZED DEBIT PAYMENT (PAD)

Prior to loan closing the County must complete U.S. Department of Treasury Form SF 5510, Authorized Agreement for Preauthorized Payments. This form will authorize the government to electronically debit your Rural Utilities Service loan payment(s) from your bank account on a predetermined date (date the payment is due). Preauthorized Debit is accomplished through the Automated Clearing House process method; thus, eliminating the need to write a check for each payment, the expense of mailing the payment, and allows you the certainty of when your payment will be applied.

SECURITY REQUIREMENTS

Security for the loan will consist of a \$6,157,000 Water and Sewer Revenue Bond authorized and prepared in accordance with RUS Instruction 1780, Paragraph 1780.14 and the Local Government Bond Act. Rural Development will negotiate the purchase of

the bond with the County and the North Carolina Local Government Commission ("LGC"). LGC reserves the right to require a public offering of the bond. The bond will be fully registered as to both principal and interest in the name of the "United States of America acting through the Department of Agriculture".

The Bond and any ordinance of resolution relating thereto must not contain any provision in conflict with RUS Bulletin 1780-27, "Loan Resolution (Public Body)" RUS Bulletin 1780-12, "Water or Wastewater Grant Agreement", applicable regulations, and law.

DEBT SERVICE RESERVE REQUIREMENT

The County must establish and maintain a reserve account in accordance with RUS Instruction 1780, paragraph 1780.39(e)(2) to provide for at least one average annual loan installment. The County will make annual deposits into the debt reserve account in an amount equal to at least one-tenth (1/10) of the average annual installment on the loan.

SHORT LIVED ASSET RESERVE

Reserves must be properly budgeted to maintain the financial viability and sustainability of the Water system. Jones County must fund a short-lived asset replacement reserve by depositing a sum of approximately \$170,450 annually into a reserve account.

INTERIM FINANCING

The County will obtain interim construction financing in accordance with RUS Instruction 1780, paragraph 1780.39(d) and the Local Government Bond Act. Interim financing will be obtained through the sale of Bond Anticipation Notes with the assistance of the Local Government Commission. These funds will be placed into an appropriate construction account. The County will provide Rural Development with a copy of the interim loan financing agreement. The Agency approval official may make an exception to the above when interim financing is cost prohibitive or unavailable.

PROJECT COMPLETION

The project must be completed within 5 years of obligation, after which a waiver is required from Rural Development National Office.

DISBURSEMENT OF FUNDS

The County contribution of \$50,000 and the Rural Development loan funds of \$6,157,000 shall be the first funds expended for this project prior to the usage of the Rural Development \$1,984,000 grant funds.

Rural Development loan funds will be delivered to the County at the time of loan closing. These loan funds will be used to pay off the Bond Anticipation Note(s), or interim

financing. Interim financing funds obtained through the sale of Bond Anticipation Notes placed into the above mentioned construction fund will not be disbursed for any purpose until written approval is obtained from Rural Development. The disbursement of all project funds must be approved by Rural Development.

The County must establish a separate construction account with an acceptable financial institution or depository that meets the requirements of 31 CFR Part 202. All project funds will be deposited into this account. Financial institutions or depositaries accepting deposits of public funds and providing other financial agency services to the Federal Government are required to pledge adequate, acceptable securities as collateral. All funds in the account will be secured by a collateral pledge equaling at least 100% of the highest amount of funds expected to be deposited in the construction account at any one time. Additional guidance on collateral acceptability and valuation are available at the Treasury's Bureau of the public debt website at www.publicdebt.treas.gov.

Any Agency grant funds not disbursed immediately upon receipt must be deposited in an interest bearing account except as follows:

- a. Federal grant awards (includes all federal funding sources) are less than \$120,000 per year;
- b. The best available interest bearing account would not be expected to earn in excess of \$500 per year, will be submitted to the Agency at least quarterly as required in 7CFR3016;
- c. The depository would require a minimum balance so high that it would not be feasible.

Grant funds from the Agency will be disbursed by multiple advances through electronic transfer of funds after loan funds or interim financing is expended.

After providing for all authorized costs at the completion of project construction, any remaining Rural Development funds are considered Agency funds and will be refunded to Rural Development.

ORGANIZATION

The County must provide a certification concerning its organization, authority to issue bonds, and compliance with special laws and regulations in accordance with RUS Instruction 1780, paragraph 1780.7(e)

AUDITS, MANAGEMENT REPORTS AND ACCOUNTING METHODS

The County's accounting methods, audits and management reports will be established and maintained as required by North Carolina General Statutes, RUS Instruction 1780, paragraph 1780.47 and OMB Circular. The initial audit will be prepared in accordance with OMB Circular A-133 and a copy furnished to Rural Development. Subsequent audits and management reports will be performed and furnished in accordance with the

above instruction. The County must provide Rural Development a copy of its contract for auditing.

Beginning with the fiscal year in which the loan is closed, within the Proprietary Funds section of the audit, the "Statement of Net Position", "Statement of Revenues, Expenses, and Changes in Fund Net Position", and "Statement of Cash Flows" must show the Water and Water Funds separately. They may not be combined, as in previous audits.

INSURANCE AND BONDING

Insurance and fidelity bond coverage must be obtained as required by the North Carolina General Statutes and RUS Instruction 1780, paragraph 1780.39(g), as shown below. The County must provide evidence of required coverage to Rural Development prior to loan closing or start of construction, whichever occurs first. The use of deductibles may be allowed providing you have the financial resources to cover potential claim requiring payment of the deductible. The Agency strongly recommends that you have your engineer, attorney, and insurance provider(s) review proposed types and amounts of coverage, including any exclusions and deductible provisions.

It is your responsibility and not that of the Agency to assure that adequate insurance and fidelity or employee dishonesty bond coverage is maintained. Evidence that the above-mentioned coverage is being maintained must be provided to Rural Development annually.

- a. General Liability Insurance Include vehicular coverage:
- b. Workers' Compensation In accordance with appropriate State laws:
- c. <u>Position Fidelity Bond(s)</u> All positions occupied by persons entrusted with the receipt and/or disbursement of funds must be bonded. You should have each position bonded in an amount equal to the maximum amount of funds to be under the control of that position at any one time. The coverage may be increased during construction of this project based on the anticipated monthly advances. The minimum coverage acceptable to the Agency will be for each position to be bonded for an amount at least equal to one annual installment on your Agency loan(s)
- Mational Flood Insurance If the project involves acquisition or construction in a designated special flood or mudslide prone areas, you must purchase a flood insurance policy at the time of loan closing;
- e. Real Property Insurance Fire and extended coverage will normally be maintained on all structures except reservoirs, pipelines and other structures if such structures are not normally insured and subsurface lift stations except for the value of electrical and pumping equipment. Prior to the acceptance of the facility from the contractor(s), you must obtain real property insurance (fire and extended coverage) on all facilities identified above.

LOAN RESOLUTION, EQUAL OPPORTUNITY AND ASSURANCE AGREEMENTS

The County must formally adopt Form RUS Bulletin 1780-27, "Loan Resolution (Public Body)," Form RD 400-1, "Equal Opportunity Agreement, and Form RD 400-4, Assurance Agreement," at a properly called meeting of the governing body. Adoption of these documents should be made a part of the official minutes of the above meeting. A certified copy of the said minutes should be attached to the resolution and be provided to Rural Development.

GRANT AGREEMENT

Attached is a copy of RUS Bulletin 1780-12, "Water and Waste System Grant Agreement," for your review. The County will be required to execute the completed form at the time of grant closing.

OPERATING BUDGET AND WATER RATE SCHEDULE

The County must adopt an Operating Budget and Rate Schedule for the Water system that provides for sufficient revenues for the repayment of operating and maintenance expenses, the proposed repayment of the new USDA loan, and required reserves. Certified copies of these documents should be provided to Rural Development prior to loan closing.

The County will be required to submit an Annual Budget at least thirty days prior to the beginning of their fiscal year to Rural Development, along with a current rate schedule, and a listing of the current County officials.

RULES AND REGULATIONS

Rules and Regulations for the County's water system must be submitted to Rural Development for approval and must be formally adopted by the County, prior to loan closing. A certified copy of the ordinance establishing the Rules and Regulations must be provided to Rural Development.

USER REQUIREMENTS

Prior to loan closing or start of construction, whichever occurs first, the County must certify in writing they have a minimum of 3614 active residential and non-residential users on their system.

PROPERTY RIGHTS

Prior to advertisement for construction bids, you must furnish satisfactory evidence that you have or can obtain adequate continuous and valid control over the lands and rights-of-ways needed for the project. Acquisitions of necessary land and rights must be

accomplished in accordance with the Uniform Relocation and Real Property Aquisition Act. Such evidence of control over the lands and rights must be in the following form:

- a. <u>Right-of-Ways</u> A right-of-way map will be required showing clearly the location of all lands and right-of-ways needed for the project. The map must designate public and private lands and rights and the appropriate legal ownership thereof. A certification and legal opinion relative to title to right-of-ways and easements is required. Form RD 442-22, "Opinion of Counsel Relative to Rights-of-Way" may be used. These forms may contain a few exceptions such as properties that must be condemned; however, prior to the start of construction or loan closing, whichever occurs first, new forms must be provided which do not provide for any exceptions.
- b. <u>Preliminary Title Work</u> (Title Opinions) A separate Form RD 1927-9, "Preliminary Title Opinion" along with copies of deeds, contracts or options for any lands needed for construction of the proposed project, other than rights-of-way, may be used for each property currently owned or to be acquired.
- c. <u>Final Title Work</u> On the day of loan closing, your attorney must lurnish a separate final title opinion on all property (land) acquired or to be acquired necessary for construction of the proposed project. Form RD 1927-10, "Final Title Opinion" may be used for this purpose.

DEBARMENT CERTIFICATION

Prior to loan approval, the County must certify that they are not debarred or suspended from the Federal Non-procurement Program by use of Form AD-1047, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions." Also, Form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," must be executed by lower tier parties (builders, contractors, dealers, suppliers, manufacturers, and others) involved in transactions exceeding \$25,000.

DRUG FREE WORKPLACE CERTIFICATION

Prior to approval of a USDA, Rural Development grant, the County must certify that they will provide a drug-free workplace and will establish an educational program concerning drug abuse for employees by executing Form AD-1049, "Certification Regarding Drug Free Workspace Requirement (Grants)."

DEBT COLLECTION POLICIES

Prior to loan closing, the County will acknowledge receipt of debt collection policies by executing Form RD 1910-11, "County Certification, and Federal Collection Policies for Consumer or Commercial Debts."

<u>CENTRAL CONTRACTOR REGISTRATION and UNIVERSAL IDENTIFIER</u> <u>REQUIREMENTS</u>

Requirement for Central Contractor Registration (CCR):

a. You as the recipient must have a Data Universal Numbering System (DUNS) number and register it in the System for Award Management (SAM). Recipients can register on-line at https://sam.gov/.

b. The County, as the recipient, must maintain the currency of your information in SAM until you submit the final financial report required under this award and all grant funds under this award have been disbursed or de-obligated, whichever is later. This requires that you review and update the information at least annually after initial registration, and more frequently if required by changes in your information or other award term.

VULNERABILITY ASSESSMENT AND EMERGENCY RESPONSE PLAN

The County must complete a Vulnerability Assessment (VA) and Emergency Response Plan (ERP) in relationship to their water system. The VA and ERP must be completed within six (6) months of the date of the Letter of Conditions. The County must provide written certification to Rural Development that the VA and ERP for the water system have been completed. (Do not provide a copy of the actual VA or ERP to Rural Development).

PERMITS

The owner, contractor or responsible party will be required to obtain all required permits necessary for construction of the project and such should be provided to Rural Development.

FINAL PLANS AND SPECIFICATIONS

The project described in the final plans and specifications must conform essentially in scope to the project as described in the most recent version of the Preliminary Engineering Report, including any addendums. If any significant change in the project should develop (i.e. major change in service area, change in type or source of treatment, source of supply, capacity of system, etc.), after Rural Utilities Service funding has been approved, the County will take immediate action to stop incurring, to the extent practicable, any additional project costs or expenses. A supplement or addendum to the Preliminary Engineering Report will be prepared, which shall include a revised project costs summary and operating budget, if necessary, and submitted to Rural Development for review and concurrence.

Final plans and specifications shall be submitted to Rural Development and other appropriate agencies for review and approval within six (6) months from the dale of this letter.

CONSTRUCTION CONTRACT DOCUMENTS

The construction contract documents must be completed in accordance with RUS Bulletin 1780, Subpart C, paragraph 1780.61 and 1780.75 for projects funded, in whole or part, with Rural Utilities Service funds. This includes projects jointly funded by Rural Utilities Service and other Federal, State, or local agencies. Contract documents shall be the latest version of Rural Development documents in effect at the time the project is bid. Alternative methods of preparing contract documents or alternative contract documents for jointly funded projects may be considered and approved by Rural Development on a case-by-case basis, but only under extenuating circumstances.

The contract documents must take into consideration and allow the use of all materials and equipment normally used for the application(s) described in the plans and specifications, unless prior concurrence is received from Rural Development to delete a particular type of material, brand or model of equipment, etc. Specifications must not contain unfair clauses, performance requirements, construction requirements, etc. designed to prevent or eliminate the use of any particular material or piece of equipment.

PROCUREMENT OF CONSTRUCTION SERVICES & SUPPLIES / EQUIPMENT

The project shall be formally advertised for bids in accordance with RUS Instruction 1780, paragraph 1780.72(b) and state and local laws and regulations applicable to this type of procurement. Procurement by other than formal advertising may be used upon written concurrence by Rural Development in accordance with RUS Instruction 1780, paragraph 1780.70 and 1780.72. Formal advertising may be used for any procurement, however, at the option of the County.

Contracts shall be awarded on the basis of the lowest bid of acceptable materials and equipment and in accordance with 1780.70(g) and 1780.70(h). If contract award is proposed to other than the lowest bidder, documentation for such must be provided to Rural Development. The Rural Development State Engineer must provide written concurrence prior to the awarding of any contract by the County.

CONSTRUCTION MONITORING

Full-time inspection is required unless a written exception is made by the Agency upon your written request. This service is to be provided by the consulting engineer or other arrangements as approved by the Agency. Prior to the pre-construction conference, a resume of qualifications of the resident inspector(s) will be submitted to the owner and Agency for review and approval. The owner will provide a letter of acceptance for all

proposed observers to the engineer and Agency. The resident inspector(s) must attend the pre-construction conference.

The Agency requires prior agency concurrence with all Change Orders, Invokes, and Payment Estimates. The Agency also requires a pre-construction conference, pre-final, final, and warranty inspection.

PROFESSIONAL SERVICES AND CONTRACTS

Contracts or other forms of agreement between the County and its professional and technical representatives are required and are subject to Rural Development review and concurrence. Rural Development forms and/or guides are available for use by the County, when appropriate.

CONFLICT OF INTEREST POLICY

Prior to obligation of funds, you will certify in writing that your organization has inplace an up-to-date written policy on conflict of interest. The policy will include, at a minimum: (1) a requirement for those with a conflict or potential conflict to disclose the conflict/potential conflict; (2) a prohibition of interested members of the applicant's governing body from voting on any matter in which there is a conflict, and (3) the specific process defining how the governing body will manage identified or potential conflicts.

You must also submit a disclosure of planned or potential transactions related to the use of Federal funds that may constitute or present the appearance of personal or organizational conflict of interest.

Disclosure must be in the form of a written letter signed and dated by the applicant's official. A negative disclosure of the same format is required if no conflicts are anticipated.

GRADUATION

The County will refinance the unpaid balance, in whole or in part, of its Rural Utilities Service debt upon request of the Government, if at any time it should appear to the Government that the County is able to refinance its indebtedness by obtaining aloan for such purposes from cooperative or private sources at reasonable rates and terms.

MITIGATION MEASURES

The County must formally adopt and agree to enforce the mitigation measure(s) as identified in the final Environmental Report for this project. The measures are attached to this letter as part of the conditions.

The project as proposed has been evaluated to be consistent with all applicable environmental requirements. If the project or any project element deviates from or is modified from the original approved project, additional environmental review may be required.

EXCESS FUNDS

If there is a significant reduction in project costs as a result of redesign or bids received, funding needs for the project will be reassessed. Any loan and/or grant funds not needed in order to complete the proposed project will be de-obligated. Grant funds will be the first funds considered for de-obligation. An amended Letter of Conditions will be issued if the amount of the proposed sources of funds changes.

Remaining funds may be used for eligible [loan and grant] purposes, provided the use will not result in major changes to the <u>original</u> scope of work and the purpose of the [loan and grant] remains the same.

Agency loan funds that are not needed will be applied as an extra payment on the Agency indebtedness unless other disposition is required by the bond ordinance, resolution, or State statue.

Grant funds not expended for authorized purposes will be cancelled within 45 days of project completion. Prior to actual cancellation, the Town and your project engineer will be notified of the Agency's intent to cancel the remaining funds and given appropriate appeal rights.

CLOSING INSTRUCTIONS

The loan will be closed in accordance with instructions issued by the Office of General Counsel and applicable RUS Instructions issued by the Rural Development National and/or State Office.

OTHER CONDITIONS

All applicable items set out in Form NC RUS Bulletin 1780-6-A, WWD Processing Checklist (Public Body), apply to this project and become a part of this Letter of Conditions. All requirements of the following must be met:

- a. Compliance with all Federal, State, and local laws and Regulations in accordance with RUS Instruction 1780, Paragraph 1780.15
- b. Compliance with State Pollution Control and/or Environmental Protection Agency standards.
- c. Compliance with other development plans.
- d. Compliance with State agency regulating water rights.
- e. Compliance with the Civil Rights Act of 1964.

- f. Compliance with Section 504 of the Rehabilitation Act of 1973.
- g. Compliance with the Age Discrimination Act of 1975.
- h. Compliance with the American with Disabilities Act of 1990.
- i. OMB Circular A-133 Audit Requirements.

Sincerely,

Aaron T. Gaskins Area Specialist

Attachment(s)

ATG:ahw

Cc: Mr. Franky Howard, County Manager

Jones County PO Box 340

Trenton, NC 28585

3.9.3.3 Mitigation

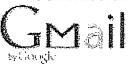
No mitigation efforts are needed for Transportation.

4.0 Summary of Miligation

Jones County recognizes the importance of minimizing impact to environmental resources. Jones County has reviewed project scope with State agencies to include the NC Department of Transportation. Every precaution will be made during the construction project to comply with all permits and encroachments. Best management construction practices including sedimentation and erosion control will be incorporated into project plans and specifications. The project will have full-time resident inspection to insure that mitigation measures and goals are met. Refer to tables at the end of this document for a summary of mitigation measures identified in previous sections.

RESOURCES THAT MAY BE IMPACTED BY THE PROPOSED IMPROVEMENTS	MITIGATION MEASURES
FLOODPLAINS	Every effort will be made to minimize the clearing of riparian vegetation. Restore the natural topography of the floodplain after construction.
WETLANDS	Implementation of an NCDENR, Division of Land Quality approved sedimentation and erosion control plan will be incorporated into the final plans and specifications of the project. Wetlands will be crossed via horizontal directional bore to avoid disturbance and permitting concerns regarding restoration/mitigation.
WATER QUALITY .	Installation will be in accordance with State and local guidelines. An NCDENR, Division of Land Quality approved sedimentation and erosion control plan will be incorporated into the final plans and specifications of the project. Project will require issuance of a Non Pollutant Discharge Elimination System (NPDES) permit that will establish water quality standards on effluent discharge from the proposed water treatment plant. Jones County will operate in accordance with the issued NPDES permit and implement all required monitoring/testing to insure water quality standards are met.
ENVIRONMENTAL JUSTICE	Certification and compliance with the Civil Rights Act of 1964, Title VI, Title IX of the Education Act Amendment of 1972 and various other laws protecting individual rights.

TRANSPORTATION	Construction shall comply with issued Encoachment Agreement(s) by the NC Department of Transportation.



Franky Howard <fhoward@jonescountync.gov>

Jones County - December Board Meeting

Rich Moore <rbm@mcdavid-inc.com>
Reply-To: rbm@mcdavid-inc.com

To: Franky Howard <fhoward@jonescountync.gov>

Thu, Jan 7, 2016 at 9:11 AM

Franky:

I've attached an excel spreadsheet that provides a draft amortization schedule based on the USDA Letter of Conditions. Note that the 1st two years of payments are interest-only. After the first two years, principal + interest payments are projected to be \$252,868.72. Based on the County's current customer base of 3,614 (from 2014 Local Water Supply Plan), the debt service equates to \$5.83 per month per user. The project will take several years to complete and activate such that any rate increases could be spread oversomething like 6 years. I think that the Commissioner's approved a \$4.50 increase with the last budget. You're probably pretty close to generating the income needed to cover the debt payment. As a comparison, the State's bond referendum is anticipated to provide a maximum of 20 year term, 2.2% interest and 50% grant. Based on the projected project cost of \$8,191,000, maximum State funding would result in about a \$290,000 annual debt service (the shorter term increases the amount of the payment).

Please advise if I may provide any additional information.

Rich



Richard B. Moore, P.E.

McDavid Associates, Inc.

3714 North Main Street

PO Drawer 49

USDA DEBT SERVICE AMORTIZATION SCHEDULE JONES COUNTY

Loan:

\$6,157,000.00

Loan Term (years):

38 (plus 2 years of interest only)

Loan Interest:

2.500%

USDA-RD Payment Table

Balance \$6,157,000.00 \$6,157,000.00 \$6,157,000.00 \$6,058,056.28 \$5,956,638.97 \$5,852,686.23 \$5,746,134.67 \$5,636,919.32 \$5,524,973.59 \$5,410,229.21 \$5,292,616.22	Payment \$0.00 \$0.00 \$98,943.72 \$101,417.31 \$103,952.74 \$106,551.56 \$109,215.35 \$111,945.73 \$114,744.38	Payment \$153,925.00 \$153,925.00 \$153,925.00 \$151,451.41 \$148,915.97 \$146,317.16 \$143,653.37	Total Annual Debt Service \$153,925.0 \$153,925.0 \$252,868.7 \$252,868.7 \$252,868.7 \$252,868.7
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North Carolina Department of Health and Human Services

Division of Social Services

OFFICE of ECONOMIC OPPORTUNITY

Community Services Block Grant Program

Fiscal Year 2016-17 Application for Funding Project Period July 1, 2016 – June 30, 2017 Application Due Date: February 12, 2016

	Agency Information
Agency:	Coastal Community Action, Inc.
Federal I.D.	56-607-5606
DUNS Number:	052770950
Administrative Office Address:	303 McQueen Avenue Newport, NC 28570
Mailing Address (include the 4-digit zip code extension):	PO Box 729 Newport, NC 28570-0729
Telephone Number:	252.223.1630
Fax Number:	252.223.1689
Board Chairperson:	Susan M. Lacy
Board Chairperson's Address: (where communications should be sent)	307 Holly Lane Cape Carteret, NC 28584
Board Chairperson's Term of Office (enter beginning and end dates):	07/01/2015-06/30/2016
Executive Director:	Paula A. Dickson
Executive Director Email Address:	paula.dickson@coastalca.org
Agency Fiscal Officer:	Kenneth Hunt
Fiscal Officer Email Address:	ken.hunt@coastalca.org
CSBG Program Director:	Charlotte A. Neely
CSBG Program Director Email Address:	charlotte.neely@coastalca.org
Counties Served with CSBG funds:	Carteret, Craven, Jones, and Pamlico
Agency Operational Fiscal Year:	October 1-September 30

North Carolina Department of Health and Human Services Office of Economic Opportunity - Verna P. Best, Director 2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Certification and Assurances

Application Process occur	itial Plan blic hearing as required by 1 red on <u>the dates listed b</u> an and the agency has main	elow for the initial pla	nning process for the
For multi-county providers	, indicate the date and the co	ounty the hearing was held.	
Date	County	Date	County
11/25/2013	Carteret .		
12/3/2013	Jones		
12/4/2013	Craven		
12/5/2013	Pamlico	·····	
Commissioners for review NCAC 97C .0111(b)(1)(A) For multi-county providers	application for this project per and comment onthe	e dates as listed below e the application for funding	_ as required by 10A
Date	County	Date	County
01/06/2016	Carteret		
01/06/2016	Craven		
01/06/2016	Jones	***************************************	
01/06/2016	Pamlico	Marie 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 -	
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Board Chairperson:	(Signature)		(Date)
Finance Committee Chair	person: (Signatur	e)	(Date)
-	Fiscal Year 2016-17 Community	Services Block Grant Application	

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws		15		Total Current Vacant Seats	in the state of th	
Total Number of Seats Reserved for Each	Poor	2	Public	3	Private	5
Total Number of Vacant Seats Per Each Sector	Poor	0	Public	-	Private	0

Name	County of Residence	Community Group/ Area	Date Initially Seated	Number of Terms	Current Term Expiration
		Represented	[month/year]	Served [completed]	[month/year]
		Representatives of the Poor	Poor		
1. Carolyn Laffin	Carteret	Section 8 HUD Advisory Council	July 2012	1	June 2018
2. Christy Strickland	Pamílico	Policy Council	October 2014	0	Sept 2016
3. Susan Lacv	Carteret	Gateway Ministries	May 2011	~	June 2017
4. Mary Hall	Jones	Jones Board of Education	September 2010	~	June 2016
5. Sarah Dixon	Craven	Legal Aid of NC	April 2015	0	June 2018
6.					
		Public Elected Officials	ils		
1. Terri Sharo	Craven	Craven Co. BD of Commissioners	June 2014	0	June 2017
2. Jim Donahoe	Duplin	Duplin Co. BD of Commissioners	November 2010	1	June 2016
3. lvy Reid	Craven	Jones Co. BD of Commissioners	February 2011		June 2017
4. Peggie Garner	Onslow	Onslow Co. BD of Commissioners	December 2011	.	June 2017
5. (Vacant)					
6.					
		Representatives of Private Organizations	Organizations		
1 .Robert Underhill	Carteret	Lenoir Community College	December 2011	-	June 2017
2. Leslie "Skeet" Woolard, III	Carteret	First Bank	July 2012	0	June 2018
3. Jerol Bryant	Jones	St. Stephens Church	May 2011	1	June 2017
4. Shella Orth	Craven	Pamlico Partnership for Children	May 2015		June 2018
5. John Smith	Carteret	Carteret Community College	July 2012	0	June 2018
4					

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

Board of Directors Chairperson

Fiscal Year 2016-17 Community Services Block Grant Application Page 4 of 44

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Jerol Bryant	509 Greentown Road Trenton, NC 28585	jeroljean509@embarqmail.com
Sarah Dixon	3829 Elizabeth Avenue New Bern, NC 28562	sarahd@legalaidnc.org
Jim Donahoe	1629 NC Highway 241 Pink Hill, NC 28572	victam12@embarqmai1.com
Peggie Garner	4024 Richlands Highway Jacksonville, NC 28540	peggie_garner@ncsu.edu
Mary Hall	310 Eubanks Road Trenton, NC 28585	Thehalls44@embarqmail.com
Susan Lacy	305 Holly Lane Cape Carteret, NC 28584	slacy1@ec.rr.com
Carolyn Laflin	4609 Country Club RD, #D-3 Morehead City, NC 28557	(no e-mail address)
Sheila Orth	905 Longwood Drive New Bern, NC 28562	slorth@suddenlink.net
Ivy Reid	311 Tobacco Road New Bern, NC 28562	ivy_reid@ncsu.edu
Terri Sharp	3306 Hedgerow Circle New Bern 28562	rtsharp@embarqmail.com
John Smith	PO Box 123 Newport, NC 28570	Jsmith28570@gmail.com
Christy Strickland	2246 Goose Creek Road Grantsboro, NC 28529	chrstydxn@gmail.com
Robert Underhill	406 M & J Court Newport, NC 28570	runderhill1@ec.rr.com
Leslie "Skeet" Woolard, III	137 Highway 24 Morehead City, NC 28557	swoolard@firstbankcorp.com
(Vacant)		

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board: Execu			and the second second second
Susan Lacy	Chairperson	Poor	Carteret
Jerol Bryant	Vice-Chair	Private	Jones
Leslie "Skeet" Woolard, III	Treasurer	Private	Carteret
Peggie Garner	Secretary	Public	Onslow
Committee Name: By-Laws			
Teri Sharp	Chairperson	Public	Craven
Mary Hall	······································	Poor	Jones
Jerol Bryant		Private	Jones
Committee Name: Finance			
Skeet Woolard	Chairperson	Private	Carteret
Jerol Bryant		Private	Jones
Jim Donahoe		Public	Duplin
Robert Underhill		Private	Carterel
Committee Name: Nomination	ig		
Mary Hall	Chairperson	Poor	Jones
Committee Name: Planning/	Buillding		
Jim Donahoe	Chairperson	Public	Duplin
Mary Hall	01010001	Poor	Jones
Ivy Reid	 	Public	Jones
Peggie Garner		Public	Onslow
Committee Name: 401(k) Pla	n		
John Smith	Chairperson	Private	Carteret
Skeet Woolard		Private	Carteret
Paula Dickson		Executive Director	
Ken Hunt		Chief Financial Officer	
Committee Name: Marketing	//Fund Development		
Ivy Reid	Chairperson	Public	Jones
Peggie Gamer		Public	Onslow
Skeet Woolard		Private	Carterel

^{*}To be completed by agencies serving multiple counties.

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Planning Process Narrative

- 1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.
 - a. Low-Income Community:

Members of the low-income community were involved in the planning and development of this three-year strategic plan during Public Planning Meetings in each county. These meetings were sponsored by staff from Coastal Community Action, Inc. (CCA) in partnership with other human service organizations that serve a segment of the population also targeted for participation in the CSBG program. This is important as low-income individuals and families are integral to the success of planning for services and programming to identify barriers and to meet the most critical needs in the four-county service area: Carteret, Craven, Jones, and Pamlico counties. At each planning meeting citizens from the low-income community in each of the four counties were provided a historical overview of the Economic Opportunity Act of 1964, presented program outcomes and success stories of the program from the previous three years, and a proposed model for the three-year plan for fiscal years 2014-2017. For the initial planning period, low-income citizens were given the opportunity to provide input, ask questions, and share testimonials of past experiences when receiving assistance through CSBG/Family Development Services at CCA.

These public meetings were held in each of the four counties to be served with CSBG funding as follows:

Carteret County: November 25, 2013, 5:00 PM, Coastal Community Action, Inc., Newport

Jones County: December 3, 2013, 6:00 PM, Lenoir Community College Jones Education Center, Trenton

Craven County: December 4, 2013, 5:00 PM, New Bern Housing Authority, New Bern

Pamlico County: December 5, 2013, 5:00 PM, Pamlico County Senior Center, Alliance

Locations for public planning meetings were selected for their centrality and accessibility for low-income residents and the community at-large. Program participants, past and present were invited by Family Development Specialists to attend public planning meetings in their respective communities to describe their barriers and persistent needs to provide input regarding the plan. Additionally, representatives of the low-income community were given the opportunity to describe unmet needs in the areas of housing, transportation, child care, income management, employment, education and all other areas that block the achievement of economic stability for families and individuals living at or below poverty.

Continuing with year three of the three-year plan for 2016-2017, low-income citizens were notified that the grant application was available for public review and comment by announcements posted in English and Spanish in the main office in Newport, at the six Head Start/Early Head Start Child Development Centers in Beaufort and Newport (Carteret); New Bern and Havelock (three sites in Craven), and Grantsboro (Pamlico). Notices also were posted at Carteret County Department of Social Services, Craven County Department of Social Services, Jones County Partnership for Children, Jones County Senior Center and Lenoir Community College Jones Education Center (Jones County); Pamlico County Department of Social Services and Pamlico Senior Citizens Center (Pamlico). Public Notices also were published in the following local newspapers: The Jacksonville Daily News, which

covers all four counties; *The Sun Journal*, covers Craven, Jones and Pamlico counties; *News-Times*, covers Carteret County; and *Pamlico News* covers Pamlico County and surrounding areas. Newspaper publications allow us to reach a wide audience, which also targets low-income populations with the greatest needs.

Family surveys are distributed and collected throughout the year from parents with children enrolled in the Head Start/Early Head Start program at Coastal Community Action, Inc. to determine the most pervasive needs for low-income families. Reviewing over 500 surveys from low-income households provide a very clear overview of the needs of the families in the four-county service area. Based on brainstorming sessions for each of the four counties during the planning process, the common barriers that block the achievement of self-sufficiency include supports needed to maintain employment such as transportation, and also, low paying jobs without benefits. In 2015 a Community Assessment was conducted by the Family and Children's Services Program. The results reflected trends within Carteret, Craven, Jones and Pamico County which affect the economic and health status, and well-being of families living in low-income communities. Data collected from the most recent assessment of the community confirms that transportation is a challenge for adults to attain and maintain employment. Additionally, there is a need for more jobs and job training opportunities, services and supports for affordable child care and crisis intervention for families striving to meet their basic monthly living obligations. The Community Assessment determined the barriers to reaching a desired level of economic self-sufficiency remains significantly unchanged since 2010 for lowincome residents in Carteret, Craven, Jones and Pamlico Counties. The most critical needs are: 1) Transportation; 2) Employment with benefits; 3) Employment opportunities with higher wages; 5) Affordable, quality day car with longer service hours and days. Based on the needs determined in the assessment, it is apparent that the barriers to self-sufficiency in our service area are stagnant, specifically because of low wages and available resources such as employment with higher wages and medical benefits, transportation, safe, affordable housing, and quality, affordable, dependable day care. Moreover, the housing status of many families also is a serious concern. There is a high percentage of low-income families residing in substandard dwellings, who are unable to afford to move to better living conditions, and also lack the resources to work toward home ownership. Homelessness among families with children also needs to be addressed in the four county service area.

Members of the low-income population are always encouraged to review, comment, and/or ask questions regarding the CSBG Self-Sufficiency Family Development program services by visiting the agency in Newport, or one of our partner sites at the New Bern Housing Authority, Jones County Department of Social Services, Carteret County JobLink Career Center, Craven County Career Center, Lenoir Community College JobLink Jones County Center, or any of the six Head Start/Early Head Start Centers in Carteret, Craven or Pamlico counties.

Notice of Intent to Apply:

As a requirement for this grant submission, the "Notice of Intent to Apply" was advertised in the non-legal sections of the following local newspapers on January 10th and 13th:

Jackson Daily News (primarily reports for Onslow, but includes Carteret, Craven, Jones and Pamlico Counties and other surrounding areas)

Sun Journal (primarily reports for Craven, Jones, and Pamlico Counties)

Carteret News-Times (primarily reports for Carteret County)

Pamlico News (primarily reports for Pamlico County and other surrounding areas)

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Planning Process Narrative (continued)

b. Agency Staff:

Comprehensive services provided to families through Family Development Services are funded through the Community Services Block Grant. A description of services provided during previous program years were presented and discussed at each Public Planning Meeting. Roundtable discussions about individual cases are held at least three-to-four times per week. The major focus is how services that we provide impact our customers, and the best practices for collaboratively providing comprehensive services with interagency services and our partners. The OEO Year-End Report, CSBG/IS Report and information and data in Accountable Results for Community Action (AR4CA) are most relevant mechanisms for assessing and meeting the needs of program participants. Family Development Services team members also serve on several committees that focus on poverty issues in our service area. Community involvement has given staff the opportunity to collect information from JobLink Centers in Carteret, Craven, Jones and Pamlico Counties, Departments of Social Services, Head Start, Section 8 HUD Rental Assistance, Onslow-Carteret Behavioral Health Center, the Health Department in all four counties, and other committees and area-wide collaborations.

The most recent Community Assessment for CCA was completed in May 2015 for Family and Children's Services. Family and Children's Services includes Family Development Services, Head Start and Early Head Start programs. The Family and Children's Services Program (FCSP) Director developed electronic surveys for participants, partners, governing bodies and staff that were distributed and collected by Family Development Specialists, Head Start/Early Head Start Center Managers and Community Initiatives Coordinator. The FCSP Director and Family Development Specialists conducted focus groups involving community partners to distinguish and classify the most pervasive of needs for the low-income population in Carteret, Craven, Jones and Pamlico counties. Family Development Specialists, the Community Initiatives Coordinator, Center Managers in Craven County and the Executive Director also participated in the Choice Neighborhoods Initiatives sponsored by the New Bern Housing Authority and contributed to the education, housing and employment assessment for the Greater Five-Points area in New Bern (Craven County). Information contributed was based on the family surveys, CSBG-IS Report results, and CSBG Year-End Reports for the last three years.

The FCSP director researched local poverty statistics and data contained in this grant application. There are several other programs within the agency that share program participants with both CSBG and Head Start programs. In 2012 restructuring of programs at CCA blended CSBG Family Development Services and Children's Services was approved by the Board of Directors to become the Family and Children's Services Program. This approach has afforded even more services with a comprehensive base, providing heightened effectiveness with meeting the needs of families in our service area. Family Development Specialists have firsthand knowledge of families expressing the greatest need for goal-setting to work towards selfsufficiency. Teachers collect Family Surveys at the beginning of the Head Start program year (September) and submit results to the appropriate Family Development Specialist, Concentrated efforts between Head Start Teachers, Health and Nutrition Managers, the Parent, Family and Community Engagement Manager with Family Development Specialists provide multiple opportunities for staff to determine greatest needs to block barriers and help heads of households to work towards self-sufficiency. Family Development Specialists (formerly Case Managers) are stationed at Head Start centers and other satellite offices for customer accessibility. The strategic plan serves as a guide to meeting the goals and objectives for the program. The Family Development Services Model defines roles and responsibilities. With the blending of Head Start and CSBG, family accomplishments are included in an annual report for public review. Family

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Planning Process Narrative (continued)

Development Specialists are currently contributing to the development and implementation of the Family and Children's Services Procedure Manual and the Family Development Services Standard Operaling Procedures Manual for providing a guide to Self-Sufficiency (CSBG) and Head Start Case Management.

Partner agency representatives that serve low-income individuals and families were invited to each of the initial Public Planning Meetings by e-mails and personal invitations from the Family Development Services team. Representatives that attended contributed to the discussion and provided feedback regarding the needs of low-income populations specific to their service areas. These invitations resulted in successful planning meetings that consisted of an average attendance of 15 of individuals from the community, representatives from partner organizations, CSBG/Family Development Specialists, Head Start, Senior Services and Weatherization programs under the umbrella of Coastal Community Action, Inc., as well as the Executive Director. Success stories about participants were presented by Family Development Services Specialists during each meeting.

The Parent, Family and Community Engagement Manager, Family Development Specialists and other Head Start Component Managers annually use a multidisciplinary approach to review the files of all children enrolled in the Head Start/Early Head Start program to determine the highest level of need for families, to assess families in crisis and connect them to Case Management to alleviate their crisis situation, and also to develop a list a families for potential Self-Sufficiency participation. From this information, support services in the four-county service area are needed to help families maintain standard housing, secure employment with health benefits and transportation, good nutrition, and affordable child care outside of Head Start/Early Head Start service hours. With full enrollment at 759 children for Head Start and Early Head Start children, more than 600 families are evaluated for needed services.

Family Development Specialists attend regular focus meetings with community partners designed to help members of our targeted population and to assess ongoing needs. Workshops are presented at Head Start Parent Meetings, Housing Authority Resident Council meetings, Foster Grandparent Volunteers In-service Trainings and consumer meetings at area mental health agencies. Within the last year, the team presented and collaborated with other agencies with approximately 29 workshops, seminars, and other activities purposed to provide self-help information and assistance to families to help them meet their needs.

c. Agency's Board Members:

Each year, board members attend the annual Celebration of Success to meet and greet program participants who have overcome obstacles to rise above poverty. This allows board members an occasion to share with staff and participants in one setting. Looking at the trends of poverty in our service area, the Board of Directors has been developing several fundraising activities by involving businesses and faith-based organizations to help provide additional resources to encourage the low-income community. The Board is in the process of reviewing and updating the strategic plan, which will include the idea for CSBG to continue integration with agencies that promote one-stop assistance throughout our service area. The most recent Celebration of Success was held in Craven County in May 2015. Approximately eight Board members were in attendance at this event.

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Planning Process Narrative (continued)

The Self-Sufficiency program, along with collaborative efforts from other agencies will allow us to concentrate on providing the best management of services for individuals/families who are motivated to work for economic independence. The board will continue to play a significant role in the governance of all legal, programmatic and financial aspects of the program. All activities are reported to the Board during regular board meetings and through correspondence. Local program policies are reviewed and approved by the Board. We will continue to utilize a total self-sufficiency approach by providing educational assistance, job training and placement, transportation assistance, workshops and seminars for money management, life skills and homeownership, assistance to ex-offenders who show commitment to self-improvement, and referrals for crises interventions. Partnerships and linkages will enable us to meet the needs of eligible, low-income populations seeking enrollment in the program. The Board will continue to ensure that Coastal Community Action, Inc. has a strong network of assistance with proper representation.

Describe your agency's method and criteria for identifying poverty causes and list the identified
causes. Also describe the methods and criteria used to determine priority and selection of
strategies to be implemented that will address the poverty causes.

The lack of comprehensive human services programming is identified as the primary priority for the causes of poverty in the CCA service area. The methods and criteria used by the agency for identifying this cause of poverty was determined by the collecting of data from within the agency, data from partner agencies, family surveys, AR4CA Needs Assessments information, Community Assessment 2015, most recent United States Census Bureau statistics, local data from economic development councils and the Federal Poverty Income Guidelines. The participant intake process for all program areas reveals data from each county to assess needs and determine causes of poverty in all four counties, which the Employment Security Commission defines as low wages from seasonal work, and unemployment rates averaging 10 percent of the working population. This information reveals that the causes of poverty for households are due to ongoing periods of unemployment and under-employment in local communities. The annual agency outcome measures reported in the Community Services Block Grant/Information Survey (CSBG/IS) provide specific data that are gathered throughout the year regarding households with zero income. An assessment of services delivered to help individuals find employment presents a snapshot of more services needed to help families to move towards economic stability. Additional data was obtained from Family Development Services program records, information from the Departments of Social Services in Carteret, Craven, Jones, and Pamlico counties, Onslow Carteret Behavioral Health Center, Hope Mission in Carteret County, Religious Community Services in Craven County, Carolina Regional Housing Authority, Beaufort Housing Authority, local Section 8 HUD programs, and New Bern Housing Authority. To determine priority and selection of strategies to be implemented were developed from an analysis of recent needs assessments. Reported assessments reveal that needs for low-income families result in continuous barriers to achieving self-sufficiency. Out of 300 families/individuals assessed, more than 70% report barriers to self-sufficiency are from low wages, insufficient transportation creating difficulties to finding and keeping a job, and the lack of affordable quality child care, including child care for extended hours. The lack of higher education and job skills prohibits many household heads from obtaining a job that pays above minimum wage. Likewise, the inability to find and keep employment, the high cost of living with limited finances, lack of money management and budgeting skills coupled with all other barriers are the most crucial issues in helping lowincome individuals and especially for those who are struggling with the transition from welfare dependency. With over 600 families with children served through the Early Head Start/Head Start and NC Pre-K

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Planning Process Narrative (continued)

programs at CCA, less than five percent of these households actually enough resources available to help them move out of poverty.

3. Describe activities that your agency has undertaken to advocate for and empower tow-income individuals and families to achieve economic independence and security.

Activities that have been presented to empower low-income individuals and families to achieve economic independence and security consist of self-help workshops, providing apportunities for participation in volunteer councils and committees, and participation in the HUD Family Self-Sufficiency program. The Family Development Services program provides workshops for families and individuals enrolled in Self-Sufficiency and/or Head Start Case Management and for the community at-large at least six times per year. Additional workshops are co-sponsored with partner agencies to reach individuals participating in programs through Vocational Rehabilitation, Departments of Social Services, Craven Career Center, Workline Investment Act, Consumer Credit Counseling, Neuse Community Development Corporation, Bayboro Community Development Corporation, New Bern Housing Authority, Legal Aid of North Carolina, and local attorneys with an interest in helping low-income populations. Workshop subjects include financial literacy (series), basic money management, debt reduction and elimination, managing credit, education resources, home ownership preparation, foreclosure prevention, housing options, family law, career development (series), employment retention, stress management, positive parenting, family safety, healthy relationships, health and wellness. Workshops are held in locations that are nearest our target population: New Bern Housing Authority, Craven Department of Social Services, Pamlico Human Services Agency, Pamlico Community College, Lenoir Community College JobLink/Jones County Center and partnering faith-based organizations.

Low-income individuals are provided many opportunities to serve on non-governing volunteer committees and councils to gain experience with role and responsibility of contributing to improving services for program participants. The following advisory councils at CCA comprise of low-income program participants: Family Development Services Advisory Council, HUD Advisory Council, Senior Companion Advisory Council, Foster Grandparent Volunteer Advisory Council and Retired & Senior Volunteer Advisory Council. Parents of Head Start children are encouraged to volunteer at Head Start centers to acquire skills and to actively serve on Parent Councils and sub-committees, ultimately to strive to serve as Policy Council members which shares decision-making concerning Head Start with the governing Board of Directors for CCA.

The HUD Family Self-Sufficiency (FSS) program is provided to individuals enrolled in the Rental Assistance program at CCA. Approximately 50 individuals participate in FSS with the goal of increasing their annual income to accumulate savings in an escrow account. Upon graduation from the program, savings may be withdrawn by the participant. The primary goals for participants are to use funds for down payments to close on a new home, purchase reliable vehicles, or to pay off debts.

4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Planning Process Narrative (continued)

The agency plans to make more effective use of and coordinate with other programs, including Slate Welfare Reform efforts by continuing strong relationships with local departments of social services and other programs that strive to assist low-income persons to attain a level of self-sufficiency, ultimately to help them to help themselves to move above the poverty level. Family Development Specialists serves as contributing members with Local Coordinating Council Success Teams for At-Risk Families and Work First Planning Committees sponsored by the Department of Social Services in each county. Members of the agency also serve on advisory councils for Section 8 HUD Family Self-Sufficiency Coordinating Council, Senior Programs Advisory Councils, JobLink Management Teams, Nonprofit Councils, Housing Coalitions, Child Fatality Task Force, and Domestic Violence Task Force in our service areas. Each of these councils and committees consists of representatives from the Division of Workforce Solutions, Onslow Carteret Behavioral Health, Ports Mental Health, Health Department, Public Schools, Work Force Development Board, community colleges, Vocational Rehabilitation, and local churches. Success Team members work collectively to plan and implement strategies for families with 30 months or less to continue receiving their federal welfare benefits. Family Development Specialists work closely with local JobLink Career Centers, Division of Workforce Solutions, Vocational Rehabilitation, Workforce Investment Act, and other employment coaches, counselors and coordinators to assist with meeting the needs of clients enrolled in these programs. Family and Children's Services provides satellite offices to ensure families have access to Self-Sufficiency services at Craven ESC JobLink, Pamlico Community College JobLink, Jones County DSS, Lenoir Community College JobLink in Jones County and Carteret ESC JobLink to strengthen and build on existing and new resources.

The private sector will be encouraged to participate in efforts to eliminate the causes of poverty initialing activities to develop more community awareness of its programs. Accompanying this effort of "local giving" programs is being devised whereby service organizations, businesses, corporations and individuals can contribute to CCA programs and services which are aimed at reducing poverty and enhancing the quality of life for the community at large. By acting as advocates for our participants, we feel it is important to allow participants, if he or she desires, to share his or her story with business owners in the private sector, hopefully to show business owners the causes, effects, and ways they can help us with solutions to helping our participants reach a level of self-sufficiency. Television and newspaper interviews are being used as vehicles to achieve wider community awareness. During Community Action Month in May, businesses are asked to donate merchandise for door prizes. This allows businesses to become involved in our efforts, as well as assist us in generating resources for participants in need of other types of assistance. Retail stores and private businesses are contacted to donate clothing and accessories for participants preparing for job interviews and/or receiving employment. The program also partners with Uniforms PRN to provide quality orthopedic footwear for program participants whose work require long-standing. A Shoe Drive has been held for the past five years to ensure that the needlest participants have appropriate footwear for work. Since 2011, partnerships have been established with private attorneys who conduct "Family Law" workshops for low-income families, and also provide training for staff to increase knowledge and supports for single headed households to seek out non-custodial parents for collecting child support payments.

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Planning Process Narrative (continued)

In addition to the description of planned and on-going agency coordination activities described, careful examination is given to participant service contracts in terms of "gaps", or their unmet (provision of) needs. Limited resources result in a large volume of outside referrals. Aside from our interagency referral system, we currently are involved in a unique opportunity in partnership with Craven County Department of Scial Services/Work First Family Assistance Program and Head Start/Early Head Start. This model is designed to strengthen the partnership between local programs under the umbrella of community action and the local department of social services. This initiative engages family services professionals from both agencies to identify families participating in both programs and allows professionals to combine forces to jointly work together to maximize services without duplication. Staff from both agencies jointly participate in meetings. cross-trainings and assessments/goal-settings with families on a continuum, Additionally, staff also is involved in meetings and discussions with other agencies to encourage a strong network of service delivery, plus a system of best practices for the program. Meeting with partners through Continuum of Care, Sheller-Plus Care, housing coalitions, mental health associations, community initiatives such as the Hope Mission Homeless Shelter, White Oak Ecumenical Emergency Assistance, Family Promise and other faith-based organizations to provide temporary shelter for families, Area-Wide Housing Collaborations, housing authority council groups and other partnerships allow representatives to share any old or new information to strengthen the network of providers. Our involvement with the Eastern Carolina Workforce Development Professional Association also brings various organizations together to share the progress of their programs and introduce any new services. This has proven beneficial to us, because it gives us the opportunity to promote the scope of our services and broaden our networking channels. Memorandums of Understanding/Agreements and informal partner agreements assist with filling identified gaps for services, as well as to avoid service duplication. CCA, Inc. is continuously working to develop more appropriate mechanisms for referral, management, and follow-up. Family Development Specialists conduct individual intake applications on standard computerized forms for participants seeking assistance. Each specialist is assigned to manage families or individuals to assess and determine service needs, handle referals, track/monitor, and follow-up with face-to-face consultations from acceptance to termination. Once a participant has been terminated, follow-up is required every 90-days for a minimum of one year.

 Provide a description of how your agency will support innovative community and neighborhoodbased initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

The agency is committed to supporting innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant with the goal of strengthening families and encouraging effective parenting. The Family and Children's Services Program within the agency provides Parent, Family and Community Engagement initiatives that are designed to meet goals of strengthening families. Family Development Specialists are involved in every aspect of the Head Start/Early Head Start program, and take an active role with families to promote the male involvement project Man Upl, family literacy projects, quarterly newsletters, health and dental services, Family Night, Family Fun Day, community events sponsored by the local health departments (health fairs and expos), Partnerships for Children (back-to-school events, parent education) and county Cooperative Extensions (community health, nutrition and budgeting events). Fatherhood initiatives currently are driven through regular male involvement meetings with fathers who have children enrolled in Head Start/Early Head Start. Family and Children's

Services male staff members have made concerted efforts to engage male family members to increase their visibility in the program. During the 2014-2015 program year and average of 65 males donated more than 3,500 hours of in-kind time in the classrooms at Head Start centers. Approximately 200 males participated in activities at all six Head Start/Early Head Start centers at CCA, and also about 60 males participated in the first Man Up! Conference in April 2015, sponsored by Family and Children's Services. The conference consisted of male participants from other Community Action agencies and partner agencies. Family Development Specialists assist with the facilitation of these activities to involve males in our program, Aside from monthly meetings, quest speakers are invited for special breakfasts, luncheons, and dinners to train and educate men to become involved with their children. The results have increased the number of males becoming involved in parent committees, classroom activities, and other social activities for families in our service area. Involvement with other initiatives with goals of strengthening families and encouraging effective parenting are through partnerships with programs that promote healthy marriages, positive parenting, teen pregnancy prevention and family support classes sponsored by local churches, public schools, local social services and mental health agencies, and Winter and Spring community events for families. Additionally, middle school and high school students receive credit for reading to children enrolled in Head Start, Foster Grandparent Volunteers serve in Head Start/Early Head Start classrooms to provide additional nurturing to children in early education settings. The public schools' English-as-a-Second Language project provides services to families through workshops, information and referrals, and a strong support base for the Latino/Hispanic population in all four counties. Family Development Specialists actively participate in ESL projects in Carteret and Craven Counties. Down East Council for Hispanic and Lalino Affairs provides translation and interpretation assistance to service providers to help to communicate with Spanish-speaking individuals requesting assistance for household needs, employment and/or education related needs. The Interfaith Refugee Ministries partners with Family and Children's Services staff to assist Asian populations in the community to obtain housing, food, employment and language classes. These types of support contribute to strengthening families while struggling to adjust to the cultural norms of a new life. Currently, community colleges, Employment Security/JobLink Centers and bilingual advocacy groups provide a strong support base for non-English speaking families and individuals. Head Start offers workshops to the families of the children they serve, and Family and Children's Services' clients with children in the Head Start program are encouraged to attend these classes as well. Head Start provides a Bilingual Support Coordinator to assist non-English speaking parents to access needed services.

7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

The agency is involved with a variety of programs to address issues pertaining to hunger and proper nutrition throughout the four-county service area. We encourage program participants to apply for SNAP Benefits at the Department of Social Services in their county of residence. Estimated SNAP Benefits cases reported for 2014-2015 for the four-county service area were reported as follows:

County	Carteret	Craven	Jones	Pamlico
Number of Cases	4,500	7,000	1,300	990

We also inform women in the community with small children or pregnant to enroll in the Women, Infants and Children (WIC) program to supplement nutritional needs and prevent anemia and nutritional deficiencies for children 0-5 years-old. Vouchers are provided for parents or guardians to purchase milk, cheese, eggs and

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Planning Process Narrative (continued)

natural fruit juices from local supermarkets. Data for the 2014-2015 fiscal year for health departments in the program's service areas reported estimated numbers of WIC cases as follows:

County	Carteret	Craven	Jones	Pamlico
Number of Cases	1,700	4,500	650	450

We continue to help meet the food needs of the families seeking to enroll in our program by continuing to collaborate with Soup Kitchens, food pantry services local church food drives, the NC Food Bank and through collaborative efforts with the following programs and their services:

- Head Start/Early Head Start/North Carolina Pre-Kindergarten (NC Pre-K) programs provide two hot meals and nutritious snacks over 800 children 0-5 years participating in kindergarten preparation and early developmental programs in six Head Start Child Development Centers in Carteret, Craven, and Pamlico counties. All three counties, plus Jones County provide home-based education and development options for children. Home Visitors educate parents and children about proper nutrition. Approximately 28 Foster Grandparent Volunteers assigned to Head Start Child Development Centers receive nutritious meals during their hours of volunteer service.
- Boys' and Girls' Clubs of Coastal Carolina during the after school hours provides nutritious snacks five days per week to 140 students through Kids Café in Morehead City, 50 students in the Beaufort Club, and 50 students in the Havelock Club. During the summer, youth receive at least one full-course meal, once per day, along with nutrition education projects to approximately 200 school age participants in all three locations.
- Senior Nutrition Food Program, sponsored by the NC Division of Aging and Adult Services ensures
 that well-balanced meals consistent with the nutritional requirements set forth by the USDA are
 provided in congregate settings or home-delivered to elderly clients on a daily basis.
- The Salvation Army in Carteret and Craven counties distributes food to an average of 500 families per month with a referral from a human services agency. Families must be experiencing a crisis.
- St. Andrews Episcopal Church in New Bern serves one daily meal, four days per week to approximately 400 individuals per month
- Martha's Missions in Carteret County provides non-perishable foods to the community from a food pantry
- Salvation Army and Religious Community Services in Craven County provide non-perishable fods to the community from a food pantry
- Hope Mission provides meals from their Soup Kitchen Monday-Friday in Craven County

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Planning Process Narrative (continued)

- Additional Food Banks are sponsored by the following faith-based organizations in Craven County:
 Operation Food Share, Religious Community Services, Faith United Methodist Church, Ephesus
 Church, Abundant Life Miracle Center, Burning Bush United Holy Church and Calvary Baplist
 Church. The average numbers of food packages distributed per family per month were not reported
- Food distributions sponsored by an unspecified number of unreported ministries and organizations in Carteret, Craven, Jones and Pamlico countles.
- St. Peter the Fisherman sponsors a food pantry for Pamlico County residents serving approximately 150 families per month. The organization couples Food Bank packages with food from The Emergency Food Assistance Program (TEFAP).
- USDA Commodities are provided to approximately 115 families per month in Jones County.
- USDA Commodities are provided to residents in Carteret County was not reported.
- Carteret County Cooperative Extension sponsors (TEFAP) The Emergency Food Assistance Program, Average number of families served not reported.
- Angel Food Ministries, which sponsors a full grocery package at a reasonable cost benefits more than 300 families and individuals on a monthly basis in Craven and Carteret Counties.
- Food distributions and mobile food pantries from the Food Bank of North Carolina are sponsored in Carteret County as follows:

God's City of Refuge serves an average of 175 families per month St. James United Methodist Church serves approximately 170 families per month White Oak Ecumenical Outreach Ministry serves approximately 170 families per month Wildwood Baptist Church serves an average of 150 families/individuals per month Community Baptist Church serves an average of 40 families per month

Also, services are provided to low-income families by the Head Start Nutrition Manager, training them to shop for nutritious foods, preparing foods to receive the highest nutritional value, and creating healthy meals on a limited budget. The Nutrition Manager also plans menus in accordance with the USDA Child and Adult Care Food Program, and distributes helpful tips to families on how to store food and help children to make healthy food choices.

 Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act.

The agency will continue to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services through involvement in the establishment of JobLink Career Centers in Carteret,

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Planning Process Narrative (continued)

Craven, and Pamlico Counties, a collaboration of various agencies to develop housing resources, a continuous relationship with local Departments of Social Services for Families At-Risk, coordination of services available through mental health organizations, Vocational Rehabilitation, and involvement with Section 8 HUD Family Self-Sufficiency Advisory Committees. Family Development Specialists and other staff are actively involved in the Eastern Carolina Workforce Development Professional Association and meet with WIOA staff from nine counties on a monthly basis. Meetings are designed for cross training and updates of trends and issues to share resources to help low-income individuals with finding and maintaining employment. The agency has an established Memorandum of Understanding with the community colleges and Workforce Solutions/Employment Security Commission that sponsor local WIOA programs.

Duplication of services will be avoided through active referrals, gathering of information about new and existing programs, and by creating a strong networking system with other organizations. The agency will coordinate the provision of employment and training activities with entities providing activities colleges in our service area to avoid the duplication of services. Self-Sufficiency and emergency assistance often require other agency cooperation and coordination. Direct written referrals including intake-application information and any direct services are quickly routed to other agencies. Follow-up phone calls are made to verify receipt and to answer questions.

9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

Funding will be coordinated with the emergency energy crisis intervention program under title XXVI in relation to the Low-Income Home Energy Assistance Program through the establishment of effective interagency linkage, and continued network support with programs and agencies throughout this service area. Our target population is served primarily by Carteret County Department of Social Services. We are enjoying a successful coordination of services with the departments of social services, Salvation Amy, private thrift shops, Onslow-Carteret Behavioral Health Services, Easter Seals United Cerebral Palsy, Atlantic House Psychosocial Rehabilitation Center, Employment Security Commission, power companies, medical and dental providers, day care operators, housing authorities, landlords, taxi companies, and Carteret County and Craven County Area Transit Systems (CCATS & CARTS) specifically in regard to the Self-Sufficiency program and Head Start Case Management, Generally, if clients come to CCA, Inc. for home utility (fuel), heating equipment and other utility services (deposits, payments for terminations) we refer them to (depending on their county of residence) DSS, Salvation Army, Hope Mission/Christian Ministries, Vanceboro Christian Help, Religious Community Services, Christian Aid Society, and in some cases, our Weatherization program. All of these programs are designed to assist families or individuals to alleviate and/or prevent crises. During initial intake, an assessment of needs is conducted, after determining income eligibility. Following the initial screening, interviewing, and reviewing of program policies, the Self-Sufficiency Family Contract Agreement is reviewed, signed by all parties (participant(s) and Family development Specialist) and implemented. Active referrals are made as necessary, for customers in need of repairs to conserve home energy and to reduce utility costs. All referrals are tracked and followed-up by Family Development Specialists. The agreement also involves Mental Health services, Carteret Community College (CCC), CCA HUD (Section 8 Housing), the County Department of Health, and perhaps service organizations. The Low-Income Home Energy Assistance Program (LIHEAP) is provided at CCA through the Heating and Air Repair and Replacement Programs (HARRP). HARRP and the Weatherization

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Planning Process Narrative (continued)

programs are conveniently accessible for those entering the CSBG program. Active referrals are made within the agency Weatherization and HARRP Programs are available and advantageous for low-income residents living in Carteret, Duplin, New Hanover and Onslow counties. Continuous coordination and communication is achieved primarily by sharing intake application information, and by informing other human service agencies of LIHEAP availability throughout the service area.

10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

Low-income youth in our service area are in need of programs that are incorporated into existing programs that will provide effective adolescent pregnancy prevention programs, anti-violence initiatives, college resources, and volunteer and employment opportunities. Specialized mentoring programs are needed to train youth academically, to teach them good decision making and life skills in preparation for education and careers to break the cycle of poverty. The efforts of the agency to meet the needs of youth continue to be initiated through collaborations with local county health departments, faith-based organizations, the Easter Seals United Cerebral Palsy Transitions and the New Bern Housing Authority to promote teen pregnancy prevention. The efforts of the agency to promote increased community coordination and collaboration in meeting the needs of low-income youth are focused primarily through the Boys' and Girls' Clubs of Coastal Carolina and the public school system in the CCA service area. The Boys' and Girls' Clubs utilizes six siles, five of which are public school facilities, throughout Carteret and Craven Counties. Currently, the Boys' and Girls' Clubs of Coastal Carolina hosts more than 400 youth ages 6-18 in five cities within the two counties, which includes programming during summer months. The local Boys' and Girls' Clubs of Coastal Carolina is in the process of expanding into other areas in Craven County. In addition to partnerships with the Boys' and Girls' Clubs, other collaborations include: North Carolina Cooperative Extensions in our service areas (youth and staff training), Onslow-Carteret Behavioral Health Services, community colleges (sponsors volunteers), city and county parks & recreation, Foster Grandparents Program (Senior Tutors/Mentors), Arts Councils, and faith-based organizations.

The Family and Children's Services team meets periodically with high school guidance counselors and social workers to assist with providing resources, recruiting, or making referrals for students and their families. The program also is a resource for local Workforce Investment Act Youth programs, Guardian Ad Litem, Preferred Alternatives and community colleges. The staff will continue to actively encourage and assist students living in public housing by offering workshops on teenage pregnancy prevention, developing healthy relationships, job readiness, college resources and college preparedness.

11. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

The agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services is carried out through community outreach and education. The Self-Sufficiency program is committed to empowering low-income individuals to help them to navigate available resources to improve their and enrich their lives. In November 2010, more than 35 Head

Start parents, who are also Self-Sufficiency participants, attended a "Family Law" workshop at the Newport Head Start Center, sponsored by the Family Development Services program. Attorney Debra Van Dyken donates several hours each month in the community to educate individuals about their legal rights and responsibilities regarding child support, separation, divorce and other family related issues that may require referencing to North Carolina laws. Since 2011, Family Development Specialists have partnered with Legal Aid of North Carolina and Child Support Enforcement of Craven County to provide free legal advice to low-income individuals, which included several persons who are elderly and disabled raising their grandchildren. With the success of these partnerships, the Family Development Services team will continue to make legal assistance an integral component of the program's family and community outreach services.

The method for referring eligible parents to the Child Support Office is through an active referral system. During the intake process, case managers discuss with applicants their options to seek financial support from non-custodial parents. Applicants are provided a referral form from the agency, which is to be presented during their initial visit to meet with a child support officer. Family Development Specialists will transport participants if necessary, and will also assist participants with conducting follow-up regarding their case. Last year, through the efforts of Family Development Specialists working with single parents and Child Support officers at the Department of Social Services, four participants received an average of \$8,000 in back pay for child support.

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding OEO Form 210

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2014-June 30, 2017

Section I: Identification of the Problem (use additional sheets if necessary)

 Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

Poverty Cause Name: Barriers to Self-Sufficiency
Poverty Cause Rank: Number one issue of persistence in the causes of poverty
From this information the agency will address the lack of available resources to helping
low-income individuals and families to become economically self-sufficient.

- Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).
- (A) Explain why the problem exists.

The cause of poverty in rural communities in Carteret, Craven, Jones and Pamlico counties remains stagnant as a result of low wages, coupled with the lack of public transportation which presents even more barriers to self-sufficiency. Additionally, the lack of abundant employment resources in our service areas creates barriers for low-income people to rise above poverty. This trend has increased significantly with the current trends in the national economy. Within the four-county service area, retail businesses and small manufacturing companies continuously reduce staff and lose profits, leaving very little or no creation of jobs in the communities in all of these counties. Manufacturing, retail, and construction businesses rank as the top three employers in all four of the rural counties that we serve. According to the Bureau of Labor Statistics (2015), statistics in the service areas peaked at an average of 6.4% for the unemployment rate. Cherry Point Marine Corps Air Station, located centrally between Carteret and Craven counties is perhaps the largest employer in our service area, with approximately 3,700 wage earners, consisting of military personnel and civilian employees. One ongoing issue is the largest employers in Carteret and Craven counties laying-off hundreds of people at intervals, thus, making the percentages of the working poor even higher. In Carteret County, the largest manufacturing company, Atlantic Veneer, produces lumber, softwood veneer, plywood and hardwood materials. The largest non-manufacturing employer is the public school system followed by the general hospital. In Craven County, the largest manufacturing company, Hatteras Yachts, builds luxury watercraft, and the largest non-manufacturing employer in Craven County is the public school system. Changes with organizational restructuring and downsizing with these largest employers in the service area have adversely affected the local economy as well as those wage earners who needed to provide for their families.

In Jones County, Marine and Industrial Plastics is the largest manufacturing employer. There are only a handful of retail jobs and seemingly no growth potential in this region. The lack of available jobs in this county determines a need for better job opportunities, especially since this county ranks very low in the state for the percentage of full-time permanent employment opportunities. The Jones County Economic Development Council indicated reports that an annual average of 3,000 people who live in Jones County travel to other counties to earn a living. This is relatively the same for Pamlico County. There are no major medical centers or a general hospital, thus the public school system is the largest non-manufacturing

employer in both Jones and Pamlico Counties.

Poverty exists in the four-county service area primarily because of the serious problems of underemployment and the growing statistics of unemployment in rural towns. According to the North Carolina Labor Market Information, unemployment rates for 2013 for the four counties averaged approximately 6.4%. The chart below indicates a comparison of unemployment rates between the state and the service areas in need of more employment resources for the unemployed:

North Carolina	Carteret	Craven	Jönes	Pamilico
5.9%	6.7%	6.5%	6.1%	6.3%

Essentially, this means that out of the nearly 60,000 persons in the workforce in Carteret, Craven, Jones and Pamlico counties there were an average of 5,400 individuals out of work within the last year. This further contributes to the causes of poverty in each of these four counties as the poverty statistics confinue to remain above 10% of the total population for the county for the past five years (United States Census Bureau).

A Community Assessment was developed to gather information to determine the most critical needs for those in poverty. The assessment began in March 2015 and was completed in June of the same year. A distribution of more than 500 surveys was submitted to low-income individuals, community partners and staff for completion, as well as approximately 600 surveys were distributed to Head Start and Early Head Start parents. Data collected from the surveys disclosed information that confirmed the needs of low-income families, particularly those already enrolled in programs at Coastal Community Action, Inc. (CCA) and several participants enrolled programs with CCA partnering agencies. Summarizing the data, the greatest needs are indicated by Employment, Child Care, Transportation, Education, Health Care, and Mental Health resources. The lack of transportation resources for securing employment and the need for quality, affordable child care proved to be the indicators that survey participants need most, and fall in line with the need for employment resources, which is the greatest need. Individuals also expressed the need for additional funds to purchase gasoline, maintenance/repairs and to be able to pay for car insurance to travel to and from work. Employment that pays more than minimum wage ranked as high as transportation, as both are equally important if families expect to move out of poverty.

(B) Identify the segment of the population and give the number of people experiencing the problem.

The segment of the population experiencing poverty is confirmed by factors of areas with seasonal employment, unemployment, jobs with low wages, the lack of necessary skills for higher paying jobs, and the lack of affordable housing all of which are causes of persistent or generational poverty. Carterel and Craven counties offer seasonal employment as they are known to attract thousands during the peak months for tourism. The tourist season provides temporary employment for at least four months. Although funds flow through these counties, during the off-season, individuals are not able to make enough money for heir household obligations. A big concern is with children living in households where the wage earner does not earn enough to make a living wage. This is also coupled with a high percentage of poor people lacking the financial literacy skills to manage their limited resources.

Census quick facts estimate for 2013, the population for Carteret County is over 68,434 with nearly 14.4% (or 9,855) of households living below poverty. More than 88% have at least a high school education and only about 24% have obtained a Bachelor's Degree or higher. The Craven County population at approximately 104,489 reveals nearly 17% (or 17,763) residing in the county live below poverty. This percentage reflects an increase of more than 3,000 people living in poverty in the county. At least 87% have a high school education and only about 21% have obtained a Bachelor's Degree or higher. The small county of Jones records a population of 10,215 and 17% (or 1,737) live below poverty. Approximately 84%, ages 25 or older have completed high school, with only 11% obtaining a Bachelor's degree or higher. Panlico County has a population of 12,953 and a below poverty rate of 14% (or 1,813). At least 86%, ages 25 or older, completed a high school education and only 19% have a Bachelor's Degree or higher. Although in some counties in the service area poverty has slightly decreased, and the number residents in each county earning high school diplomas and degrees of higher learning has increased, the causes of poverty remain as unemployment rates increase in these rural areas. Moreover, needs assessments trends indicate that several residents in rural communities relocate to metropolitan areas for better job opportunities. Additionally, programs such as Self-Sufficiency will offer resources and support to help motivate and provide assistance to help targeted low-income families and individuals in rural areas to meet their needs.

(Add in more statistical data)

Still, other causes of poverty are insufficient resources for public transportation, lack of affordable housing and additional child care assistance. These barriers create the stress of having to search for job opportunities and even keeping a job for poor people. Carteret County offers transportation to the public with the Carteret County Area Transportation System (CCATS). In Craven County, the Craven Area Rural Transit System (CARTS) has a subsidized rural transport system for use throughout Craven, Jones, and Pamlico counties. Taxi services are also available, but are relatively expensive for low wage eamers. Several taxi service owners have collaborations with various human service agencies for low-income clients, but these existing services do not meet the need. The Section 8 HUD Family Self-Sufficiency program provides funds for transportation for program participants, but the average amount of assistance is limited and more grant funds are needed to help participants meet their goals.

- (C) Provide demographic information of those adversely effected inclusive of:
 - (a) Gender
 - (b) Age
 - (c) Race/Ethnicity for the agency's service area

The second secon

Demographic information of those adversely affected in the service area is described from the most recent Community Services Block Grant/Information Survey for Coastal Community Action, Inc. (CCA). As a poverty fighting organization, data was collected from all programs under the umbrella of CCA, including households at 200% of poverty and below:

There were 2,943 individuals that received one or more services, directed for low-income citizens. 1,009 male, and 1,934 females age 0-70-plus. These individuals represented 2,084 families. Of those households, 766 were headed by single females, and only 74 represented single fathers raising their children, and 293 were two-parent households. More than 1,300 of the individuals reported having no health insurance. Racial breakdown consisted of 1,135 Caucasian, 1,322 African American, 194 Hispanic/Latino, 110 Multi-racial, 103 Other, 71 Asian, 4 Native American or Alaska Native, 4 Native Hawaiian/Pacific Islander. Of the 2,084 households 78 reported being homeless, 1,444 rent their homes, only 411 own their homes and 151 reported living in either a mobile home, tent or in an overcrowded substandard house with others.

Capitalizing on families who express the sincerest desire to rise above poverty will require careful planning for family development to produce outcomes. Direct assistance with transportation, child care, finding and keeping employment, landing employment with benefits, obtaining affordable housing, earning basic academic and higher education degrees will increase the likelihood of families managing through critical times. Based on family intake information from programs within the agency such as Early Head Start/Head Start, Section 8 HUD, Weatherization, Single Family Rehabilitation and the variety of senior services programs, eradication of barriers in our service area will require "one-stop" service to assist qualified individuals and families toward establishing a meaningful plan of action to guide them out of poverty and into economic self-sufficiency. With 759 children enrolled in our Head Start/Early Head Start and NC Pre-K programs, a great deal of attention will be focused on case management for Head Start families to help them meet their basic needs to seek self-sufficiency as an option for improving their economic situations.

On-going planning and assessments, collaborative efforts, periodic home visits, mentoring, self-help seminars/workshops and strong family support initiatives to build relationships and earn participants' hust will be utilized to provide intense case management. Partnerships with agencies and the faith community are necessary for leading families toward successful family management. CCA will provide financial assistance, support services, counseling, referrals, workshops, seminars, and advocacy for those who demonstrate the most acute need in keeping employment, managing finances, dealing with crisis, and most of all becoming self-sufficient, while at the same time, demonstrate the greatest desire to improve their lives. Teaching families to manage resources for crises by offering self-help workshops, seminars and community events will allow greater anticipation of expected outcomes.

(D) Explain how the persons are adversely affected.

Low-income citizens in the service area are adversely affected, as the results of the Community Assessment demonstrate perspectives that reflect low-to-moderately low socioeconomic households, the need and importance of better employment and employability resources, affordable child care, safe, adequate and affordable housing, transportation and services and supports to achieve economic stability. There is no local bus service in the four-county area. Two local providers, Craven Area Rural Transit System (CARTS) and Carteret County Area Transportation System (CCATS) offer local transit. CARTS services target the general public with special emphasis on the elderly and/or handicapped residents of Craven, Jones and Pamlico counties and operates from 5 AM to 6 PM Monday thru Friday. Scheduled routes are based on the requirements of the Human Service Agencies served by the system (i.e. Social Services (DSS), Coastal County Enterprises (CCE), Port Human Services, Senior Citizen's Centers, Work First, etc.). The general public may access the service on a space available basis for fares ranging from \$1.00 to \$6.75 according to zoned distances. CARTS fleet consists of 32 vehicles, including 19 specially modified vans to accommodate the elderly and/or handicapped, 5 standard vans, 5 mini-buses and 3 sedans.

The prohibitive cost of housing for low-income families leads to frequent evictions, moving, multiple families living cramped into one house, and homelessness. Low wages, WFFA and TANF often is not enough to make ends meet. The waiting list for HUD and other subsidized housing developments average nine months-to-3 years from the date of the initial application. Additionally, childcare is needed during non-traditional work hours to help low-income working parents sustain employment. Agencies are encouraging quality childcare providers to extend services for weekend and night hours to help parents in need of assistance while they work and try to educate themselves for higher paying jobs. Records at local Departments of Social Services state that there are an estimated 6,200 children under the age of 18 living below poverty in our service areas. Over 2,000 households are headed by single female-households who live below poverty while trying to make ends meet to provide for their children. A percentage of these families receive Food Stamps, Medicaid or NCCHIP (North Carolina Children's Health Insurance Plan).

WFFA (Work First Family Assistance) or TANF (Temporary Assistance to Needy Families) and child care payment assistance. While some may live in subsidized housing and receive supplemental payments for utilities, with the rising cost of living, these types of assistance still are not enough to cover all household expenses, particularly those who may not be eligible.

The stakes are high in rural communities for low-income individuals and families striving to attain greater opportunities to move out of poverty. Breadwinners need various means to be successful in retaining employment and attending school beyond high school to earn wages higher than minimum wage.

Section II: Resource Analysis (use additional sheets if necessary)

(E) Resources Available:

a. Agency Resources:

Head Start/Early Head Start NC Pre-K, Child Care Services Provides child care, education, dental, nutrition and family services to families enrolled in the program.

Weatherization/HARRP

Provides assessments and repairs to make homes energy efficient replaces and repairs

heating appliances

Duke Energy Assistance

Provides energy efficiency assessments and repairs or replaces home appliances to families who are Duke Energy consumers for their electrical power service

Single Family Rehabilitation

Provides assessments and repairs to bring homes up to housing codes for the home owner

Urgent Repair

Heating Air Appliance Repair Replacement

Provides housing repairs, wheel chair ramps Provides appliances, heating/cooling units

to eligible families or individuals

HUD Section 8 Housing

Provides housing rental assistance, family selfsufficiency project, and home ownership education to low-income persons and/or families in Carteret

County

Retired Senior Volunteer Program

Volunteer opportunities for retired senior citizens; also provides transportation services for seniors and disabled veterans for medical appointments

Senior Companions Program

Volunteer opportunities for senior citizens to work

with disabled seniors

Foster Grandparent Volunteers

Volunteer opportunities for senior citizens to work with

children in educational settings

b. Community Resources:

Hope Mission/Christian Ministries

Association of churches in Carteret County provide emergency assistance for food, utilities, rent, etc.on a limited basis; provides emergency shelter and life

skills training

Salvation Army

Provides crisis assistance for clothing, shelter, fuel, and utilities to families living in Carteret, Craven,

Jones and Pamlico counties

White Oak Ecumenical Outreach Ministries

Provides assistance for food, clothing, shelter, utilities, life skills classes, job training, and counseling

to residents in parts of Carteret County

Matthew 25/St. James Ministries

Provides crisis assistance to residents in Newport, operates a thrift store and provides attire for

participants seeking employment

Second Blessings

Operates a thrift store and outreach ministry by providing crisis assistance, counseling, and clothing for participants seeking employment in Carteret

County

Religious Community Services

Provides emergency shelter and assistance for food, utilities, rent, etc. on a limited basis to residents in

Craven, Jones and Pamlico counties

Vanceboro Christian Help

Provides emergency assistance for food, utilities, rent, etc. on a limited basis to residents in Vancebro

Faith Tabernacle of Praise

Provides mobile Food pantry, crisis assistance and counseling to residents in Carteret and Craven

Counties; operates a local thrift store

Interfaith Refugee Ministries

Provides food, clothing, transportation, language assistance, education and other resources for Asian

populations resettling in Craven County

Department of Social Services

Provides TANF, Food Stamps, crisis assistance, transportation, Medicaid, child and adult services, and child care to eligible applicants in Carteret, Craven,

Jones and Pamlico Countles

Domestic Violence Shelter

Provides temporary shelter, food, clothing, counseling, and supportive services for abused and battered women and children in Carteret County

Coastal Women's Shelter

Provides temporary shelter, food, clothing, counseling, and supportive services for abused and

battered women and children in Craven, Jones, and

Pamlico Counties

Onslow Community Ministries

Provides emergency shelter and assistance for food, utilities, rent, etc. on a limited basis to residents in

Onslow, Carteret and Jones counties.

Family Promise

Provides temporary shelter to families with children through a network of participating churches

Title V

Provides employment/training services for persons 55

and older

Workforce Innovations and

Opportunities Act

Provides employment and education services for out

of-school youth, dislocated workers, and

disadvantaged adults in Carteret, Craven, Jones and

Pamlico Counties

Beaufort Housing Authority

Provides subsidized rental housing in community

apartment complexes in Carteret County

Twin Rivers Opportunities

Provides Section 8 HUD housing rental assistance; home ownership education, foreclosure prevention resources, housing counseling in Craven County

Eastern Carolina Regional Housing

Provides subsidized rental housing in community apartment complexes to qualified families in

Carteret and Craven counties

New Bern Housing Authority

Provides subsidized housing, life skills education, self-sufficiency projects, after school programs to

qualified families in Craven County

Easter Seals UCP Transitional Program

Counseling and mental health services for youth and

adults in Carteret, Craven, Jones and Pamlico

Counties

Health Departments

Provides basic health care, immunizations, prenatal, and nutrition services to low-income families in Carteret, Craven, Jones and Pamlico Counties

Family Caregiver Support

Provides assistance for elder care to families in Carteret, Craven, Jones and Pamlico Counties

Cooperative Extension

Provides youth development and family services in education, nutrition and health related projects in Carteret, Craven, Jones and Pamlico Counties

Carteret County Area Transit System

Limited transportation services available for Carteret

County residents

Craven Area Rural Transit System

Transportation services for residents in Craven,

Jones, and Pamlico

Division of Workforce Solutions

Provides information and referrals for employment, job counseling, job readiness and employment services; provides services for the employable disabled persons; sponsors JobLink Career Centers in Carteret County, and Craven County serves Jones

and Pamlico Counties also

Vocational Rehabilitation

Provides counseling, evaluation, job training, and job placement in Carteret, Craven, Jones and Pamlico

counties

Community College System

Two-year degree college programs and employment Training and human resources, specialized career certifications, scholarships, GED and Adult High School, literacy campaigns, basic skills training, continuing education, technical training, online learning, and satellite four-year university programs; Carteret Community College, Craven Community College, Pamlico Community College, and Lenoir Community College, which provides an educationsite in Jones County; JobLink Career Centers also are available within community colleges

Onslow Carteret Behavioral Health Care

Provides counseling, therapy, evaluations, substance abuse services, and employment/support programs for low-functioning individuals and mentally disabled men, women, and children

Port Human Services, Inc.

Provides counseling, therapy, evaluations, substance abuse services, and employment/support programs for low-functioning individuals and mentally disabled

men, women, and children

Rapid Re-entry Housing Program

Provides assistance to families through housing support, case management and continuum of carefor

the prevention of homelessness

Shelter-Plus Care

Provides rental assistance for individuals with physical

and mental disabilities

Promise Place

Provides temporary shelter, education, support and awareness for families experiencing domestic

violence

Preferred Alternatives, Inc.

Provides mentoring, counseling, therapy, evaluations,

substance abuse services, and employment/support programs for low-functioning individuals and mentally disabled men, women, and children

VH Transitional Housing

A residential facility for rehabilitating adults; provides

a life-skills program

Down East Council for Hispanic and Latino Affairs

Provides language assistance and education to Spanish-speaking populations; also provides interpretation and translation services to human services providers assisting non-English-speaking

Hispanics/Latinos

Consumer Credit Counseling Services

Provides housing, financial and default mortgage loan counseling and prevention; credit management and debt reduction assistance; education assistance for home ownership

Legal Aid of North Carolina

Provides education, guidance, counseling and legal assistance to on behalf of low-income individuals

(F) Resources Needed:

c. Agency Resources:

Coastal Community Action, Inc.-\$387,876.00 for FY2016-2017. This amount is needed from the North Carolina Department of Health and Human Services, Division of Social Services/Economic and Family Services to provide comprehensive services for families and individuals enrolled in Family Development Services projects through the Community Services Block Grant

d. Community Resources:

- 1. Funds in the amount of \$232,000 per year to provide shelter to 100 displaced persons/families for 30 days or less. This estimate is based on the operating costs of two area shelters before they closed and the additional need they were unable to provide, and also costs associated with providing at least 20 homeless families with children, with approximately 60 days of temporary shelter, until leased-up for housing through Section 8 HUD Rental Assistance.
- 2. Rental assistance funds in the amount of \$120,000 per year to provide assistance for deposits (including water, fuel, and electricity) for applicants who are qualified at the time of their application for rental assistance.
- 3. Funds in the amount of \$35,000 per year to provide supplemental funding to single parents for

day care services for approximately 28 children, so that parents can attend full-time education and training programs, including job counseling and placement services.

- 4. Funds to provide transportation to work and educational training sites for ten (10) individuals per year at a cost of \$14,000.
- 5. Funding in the amount of \$500,000 annually from HUD to develop an employment poject targeting high school drop-outs residing in public housing communities.
- 6. Grant funds for approximately \$20,000 per year for the next five years to operate an asset building project to educate participants and the community in financial literacy in preparation for homeownership.
- 7. An additional \$100,000 to assist 25 individuals to avoid foreclosure of their homes, to provide matching-funds in down payment assistance for low-income individuals purchasing a home for the first time, and to become a certified HUD Housing Counseling Agency.

Section III: Goal and Strategy

(G) Long-Range Goal:

To move at least 27 individuals/families participating in the Self-Sufficiency Family Development program above the Federal Poverty Income Guidelines by June 30, 2017.

(H) Strategies for Achieving Long-Range Goal:

Identify needs of target population on a continuum

Identify level of need per household by using family surveys and needs assessments

Manage families on a case-by-case basis

Create a network of service delivery

Operate consistently on a self-sufficiency plan for family development

Coordinate existing services in each county base

Empower individuals with necessary skills to become self-sufficient

Establish network with faith communities

Maintain advocacy for low-income residents to sustain employment

Create partnerships with businesses in search of employers

Plan and participate in Career Fairs to show support of participants in their search for employment

Collaborate with employers and JobLink Career Centers to encourage on-the-job-training for individuals with limited job skills

Educate clients through workshops, seminars, and community activities and resources

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding One-Year Work Program OEO Form 212 (continued)

Table 2	
Outcome Measures for Project 2 (enter proj	ect name)
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	250
The number of low-income participant families rising above the poverty level.	09
The number of participant families obtaining employment.	50
The number of participant families who are employed and obtain better employment.	05
The number of jobs with medical benefits obtained.	05
The number of participant families completing education/training programs.	20
The number of participant families securing standard housing.	40
The number of participant families provided emergency assistance.	80
The number of participant families provided employment supports.	75
The number of participant families provided educational supports.	30
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding One-Year Work Program OEO Form 212 (continued)

11. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected number of persons served in each designated county in the table below. Show the total number of persons served in the table.

				Number of I	Number of Families to be Served Per County	erved Per Count	٨	Andrews of the state of the sta	
Agency Name: Coastal Community Action, Inc.	Coastal Co	mmunity Act	ion, Inc.						
Project Name: Self-Sufficiency Family Development	Self-Suffici	ency Family	Development					***************************************	Andrews of the California of t
County	Carteret	Craven	Jones	Pamlico					Total
Total Planned	65	120	30	35			-		250
Project Name:								A CALL AND	
County									Total
Total Planned									

Fiscal Year 2016-17 Community Services Block Grant Application Page 36 of 44

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding Monitoring, Assessment and Evaluation Plan

 Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

a. Board of Directors:

The role and responsibilities of the Board of Directors for Coastal Community Action, Inc. is to govern the administrative operations of the agency, review and approve policies, plans, financial reports, and personnel procedures. The Board consists of the following committees: Executive, Planning, Finance, Nominating, and By-Laws. Chairpersons are appointed to each committee, which meets monthly to review activities of the agency, policies, practices, and procedures. Each committee reports to the Board on a regular basis regarding various accomplishments and relative progress toward attaining pre-established goals. The quarterly program review is an ongoing process to measure progress of the various projects conducted by the agency. Monthly reports reflect accomplishments within activities of programs and are also used to monitor results of programs relative to stated goals. The Board reviews monthly and quarterly activity reports to determine the extent its programs, projects, and activities are meeting the agency specified goals. These reports are used to determine whether or not planned, measurable objectives are addressing causes of poverty. These reports are reviewed by the Planning Committee then submitted to the full Board. Reports are prepared by the program director, presented to the board then forwarded to the Office of Economic Opportunity.

b. Low-Income Community:

The role and responsibilities of the low-income community is to provide negative and positive feedback concerning their reaction of the programs offered in the community. The poor are encouraged to attend open sessions of all board meetings, participate in needs assessments and evaluations, and to contribute to policy-making and decisions that reflect community needs and values. The low-income community is always welcome to attend and participate in public hearings, planning meetings, board elections for low-income representation and volunteer for projects sponsored by the agency. Members of the low-income population also serve on advisory boards for Section 8 HUD, Senior Services Programs, coordinating committees and the Head Start Policy Council, all of which are programs offered at CCA. With plans to establish a Family Development Services Advisory Council, the low-income community will be given an opportunity to engage in evaluating the Self-Sufficiency program to measure its effectiveness in reaching the target population and achieving program goals.

c. Program Participants:

The role and responsibilities of program participants require that individuals maintain compliance and meet obligations related to the program. Program participants are allowed to measure their own progress by meeting with their assigned Family Development Specialist on a regular basis to complete assessments, track progress, and update the Comprehensive Services Plan. The program participant is responsible for

demonstrating a commitment to achieving his or her goal, allow scheduling of home visits, meet program requirements by submitting pertinent documents pertaining to work and school and informing the staff of any changes. The participant is required to communicate his or her needs to the assigned Family Development Specialist or Family Support Coordinator. Each year, the participant is required to review and renew the Family Contract Agreement during an annual assessment. All participants must attend, and prove attendance at workshops and seminars related to the improvement of themselves and their economic status. These workshops are sponsored by the Family Services staff and partner agencies. Program participants also will have the opportunity to actively participate in multidisciplinary meetings with various service providers to receive a broader range of services to help them to attain stability and increase their chances to thrive during their journey to self-sufficiency. This further allows participants to become involved in their own processes. The staff ensures follow-up for all program participants by making home-visits, visiting clients' job sites, and /or by telephone. The staff is committed to operating the program and its activities by complying with the rules, regulations, and codes of the agency and funding source. The program director works closely with the staff to assist with promoting programs and providing assistance in researching poverty statistics and expanding the program.

d. Others:

The role and responsibilities of others, such as CCA, Inc. staff focus on using information from the needs assessment to educate the poor, program participants, and local supporters about the needs of the community, as well as the efforts of the agency. The staff meets regularly to measure overall effectiveness and efficiency of service delivery to program participants. The Family Development Services team consists of Case Managers who work collaboratively with various partners to continuously the Family Development Services Model with a dual function to provide comprehensives services for CSBG Self-Sufficiency and Head Start Case Management families. Since the initial phase of this model in 2007, planning and training are on-going to improve the quality of service delivery. Checklist forms are the monitoring tools most commonly used to evaluate program efficiency and effectiveness. It is an on-going process for staff to stay up to date on training, new initiatives, programmatic policies and changes in state and federal legislation for serving families.

Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

The systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors is reported by the executive director annually. Currently, an electronic survey has been created for access by program participants following agency contact and service delivery. Hard copy surveys are issued to all Family and Children's Services program participants each year and the data is used for planning for the next program year.

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

Administrative policies and procedures are monitored by the Board of Directors on a continuum. All revisions, updates and newly added requirements are presented to the board for programmatic, fiscal, human resources and all other operational functions within the agency. All documents are revised as

needed and submitted for review by the Board of Directors in draft form, and is not authorized for completion until the Board issues final approval for implementation.

4. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board of Directors act on monitoring, assessment and evaluation reports members, first by reviewing monthly and quarterly reports submitted by various department heads within the agency, as well as a synopsis of those reports presented at regular Board meetings by the agency's Executive Director. An audit is performed each year by a team of Certified Public Accountants from Petway, Mills and Pearson, PA. This is the most effective tool used by the Board to evaluate the programmatic and administrative aspects of the agency. Also, monitoring and measuring assessments performed by analysts of funding sources, and planning and implementation by Board Committees are key factors to determining and maintaining compliance.

5. Describe the Board's procedure for conducting the agency self-evaluation.

The Board's procedure for conducting an agency self-evaluation is implemented through the use of the annual audit and an analysis of accomplishments per program, through the examination reports and documents provided for each program. The Board is involved in the planning process for all of the agency's programs and requires program accomplishments and measured progress through reports. During regular Board meetings, program policies, financial reports, and personnel procedures are reviewed and approved. These reports are then used to determine the agency's progress toward meeting stated goals and whether or not goals are being met on a timely basis, goals and their relative success in impacting causes of poverty, and makes any recommendations effecting policy to the Executive Director. In June 2015, the Board received orientation and training of their responsibilities, and also evaluated and updated the agency's strategic plan for the next five years. The Board also utilizes the Agency Risk Assessment provided through the Office of Economic measuring the processes and systems of Community Action Agencies in North Carolina.

6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

Within the past year, several new members have been inducted into the tri-partite Board of Directors for CCA. The Board's most recent self-evaluation was conducted in March 2015 at Coastal Community Action. Board members, along with the Executive Director in collaboration with a professional consultant assessed the strengths and weaknesses of the functions of the Board. Results of the most recent evaluation indicated that with several Board members being new to community action, on-going training is needed regarding programs within the agency. It was also determined that weaknesses exist with the Board regarding the roles and responsibilities of Board Communitees. Board members agreed to attend trainings pertinent to their board positions by attending community action training conferences such as the North Carolina Community Action Association (NCCAA) Spring Conference, Annual CAPLAW (Community Action Partnership Legal Association), Annual Community Action Partnership (CAP) and the South Eastern Association of Community Action Agencies (SEACAA) to strengthen their knowledge base and skills as board members.

The next evaluation for the Board is being planned for June 2015 Evaluation for the Board will be based on the overall effectiveness of the agency in serving families, agency capacity, and community responsiveness. The Board will focus on the following:

- 1) Monitoring the agency's performance and outcomes using the Six ROMA National Goals
- 2) Staying well-informed in the operational and provisional aspects of the agency
- 3) Training to maintain strength as the governing body of a community action agency
- 4) Responsibilities for shared governance with the Head Start Policy Council
- 5) Becoming more familiar with eligibility and administrative requirements for all CCA programs

Community Services Block Grant Program Fiscal Year 2016-17 Application for Funding CSBG Administrative Support Worksheet OEO Form 212A

Administrative Support requested for (Name of N/A) N/A N/A N/A N/A N/A N/A N/A	
2. Total amount of Administrative Support reques	ted: \$
Brief description of grant including the name of	the funding source:
4. Total Grant Amount:	\$
be used: (Attach supporting documentation in	
How will the agency track the CSBG funds use	d for Administrative Support?
7. Basis for determining amount of Administrative (Please select either Indirect Costs or Cost Alice	
Indirect Costs	
Indirect Cost Base:	
Indirect Cost Rate %:	% \$
Indirect cost base amount for this grant:	'
Percent indirect allowed by funding source for this grant:	%
Dollar amount indirect allowed by funding source for this grant:	\$
Cost Allocation	
Percent of administrative costs allowed by funding source for this grant %:	%
Dollar amount of administrative costs allowed by funding source for this grant:	\$
Actual numerical calculation used to determine Administrative Support needed:	
Administrative Support to be applied:	Monthly
(choose one)	Quarterly
	Annually



Community Services Block Grant [CSBG] Documentation of Submission to County Commissioners

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: TI	nis form is to be completed and notarized b	by the Clerk to the Board.
Agency Name:		
County:		
[Note: This appli	tion Submission: cation should be submitted to the County Comnission to the Office of Economic Opportunity [missioners at least thirty (30) days priorlo
Clerk to the Bo	ard should initial all items below.	
***************************************	The agency submitted a complete grant a	application for Commissioner review.
-	The Clerk to the Board will be responsible distributed to the Commissioners.	e for assuring that the application is
Manufacture (Manufacture (Manuf	Commissioners' comments provided thos	se to the agency. (If applicable)
Clerk to the Boa	ard	Date
Witness/Notary		 Date

	Section	: Project Identificati	lợn			
Project Name:	Self-Sufficiency Family	Development			· · · · · · · · · · · · · · · · · · ·	***************************************
2. Poverty Cause Name:	Barriers to Self-Sufficie	ency	***************************************	····		
3. Long-Range Goal:	To move at least 27 inc Development program	dividuals/families part above the Federal Po	ticipating in the overty Guideline	Self-Suf es by Jui	ficiency Fa ne 30, 201	míly 7.
4. Selected Strategy:	Operate consistently of individuals with necess	n a self-sufficiency place ary skills to become e	an for family de economically in	velopme depende	nt to empo	ower
5. Project Period:	July 1, 2016 To	June 30, 2017	Plan Year	3	of	3
CSBG Funds Requeste	d for this Project:	\$387,876.00			<u> </u>	
7. Total Number Expected	to Be Served:	250	·			
a. Expected Numbe	r of New Clients	150			***************************************	
b. Expected Numbe	r of Carryover Clients	100	· · · · · · · · · · · · · · · · · · ·		······································	
8. Number expected to be	moved above Federal P	overty Guidelines this	year (Self-Suf	ficiency I	Projects):	9
9. Percent of Long-Range	Goal Expected to be Me	t this Year (For projec	cts other than S	elf-Suffic	ciency):	

Section II: One-Year	CSBG Program Objective	e and Acti	vities		
Activities	Position Title(s)	lr Ir	nplementati	ion Schedu	le
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Objective: Provide comprehensive self-sufficiency family development services for 250 families and/or individuals for fiscal year 2016-2017	Family Development Specialists Family Support Coordinators PFCE Manager	100 7/1/2016- 6/30/2017 9/2016	(+50) 150 7/1/2016 6/30//2017 12/2016	(+50) 200 7/1/2016- 6/30/2017 3/2017	(+50) 250 7/1/2016- 6/30/2017 6/2017
Operate program to provide support services and financial assistance to 250 qualified families to prepare them for economic enhancement and self-sufficiency.	Family Development Specialists Family Support Coordinators PFCE Manager	100 7/1/2016- 6/30/2017 9/2016	(+50) 150 7/1/2016 6/30//2017 12/2016	(+50) 200 7/1/2016- 6/30/2017 3/2017	(+50) 250 7/1/2016- 6/30/2017 6/2017
Assist participants with developing a plan to utilize services outside of CSBG Family Services and other CCA programs.	Family Development Specialists Family Support Coordinators Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Establish linkages between county agencies, private and faith-based organizations to expand program assistance.	Family Development Specialists Family and Community Administrator	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Evaluate implementation of updated policies, procedures and reporting outcomes for families.	Family Development Specialists, Family Support Coordinators, Family and Community Administrator PFCE Manager Deputy Program Director Program Director	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017

Section II: One-Yo	ear CSBG Program Objecti (continued)	ve and Act	vities		
Activities	Position Title(s)	Ir	mplementat	ion Schedu	dule
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Screen applicants, assess needs, determine eligibility, set-up comprehensive services plan and enroll for program participation for 150 new participant families/individuals.	Family Development Specialists Family Support Coordinators PFCE Manager	100 7/1/2016- 6/30/2017 9/2016	(+50) 150 7/1/2016 6/30//2017 12/2016	(+50) 200 7/1/2016- 6/30/2017 3/2017	(+50) 250 7/1/2016- 6/30/2017 6/2017
Manage each family case-by-case, provide support, guidance and direct financial assistance with available funds on an as needed basis.	Family Development Specialists	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Continuously evaluate and assess the construction of one comprehensive family services model to include all CCA programs that share common families	Family Development Specialists Family and Community Administrator	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Provide human resource development training and counseling to program participants to facilitate job procurement.	Family Development Specialists	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Provide financial literacy instructions to 20 participants striving to save a portion of their income to become home owners, purchase a vehicle, altend college to earn a post-secondary degree or start a business.	Family Development Specialists Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Research and obtain other sources to match participant savings "dollar-for-dollar".	Family Development Specialists	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
DIRECT ASSISTANCE/SUPPORTIVE SERVICES Provide payments for direct supportive services to 40 families or individuals living in Carteret, Craven, Jones & Pamlico counties on an "as needed" basis and the availability of funding, and enrolled in the Self-Sufficiency program.	Family Development Specialists PFCE Manager Deputy Program Director Program Director	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Direct Supportive Services will include Case Management: Conduct intake, interview, needs assessment and service planning for all applicants.	Family Development Specialists PFCE Manager	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017	7/1/2016- 6/30/2017
Develop comprehensive services plan to be utilized through coordination of existing services.	Family Development Specialists PFCE Manager	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	3/2017 7/1/2016- 6/30/2017 3/2017	6/2017 7/1/2016- 6/30/2017 6/2017
Review applications, approve case management procedures and accept families/individuals for program participation.	Family and Community Administrator PFCE Manager	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Forward enrollment letter to new participant, or re- enrollment letter to continuing participant family. Provide referrals, support and follow-up. Conduct initial home visit within 30 days of acceptance.	Family Development Specialists Family and Community Administrator PFCE Manager	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017

Section II: One-Ye	ear CSBG Program Objecti (continued)	ve and Acti	vities		
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Provide program orientation for 100 new participants for Self-Sufficiency.	Family Development Specialists PFCE Manager	25 7/1/2016- 6/30/2017 9/2016	(+25) 55 7/1/2016- 6/30/2017 12/2016	(+25) 95 7/1/2016- 6/30/2017 3/2017	(+5) 100 7/1/2016- 6/30/2017 6/2017
Employment Coordinate with community colleges, Vocational Rehabilitation, Employment Security Commission, interagency councils, housing authorities, and Departments of Social Services to provide employment workshops for job readiness, employment counseling, training information, and human resource development. Participants must attend at least one employment readiness workshop during the program year, and provide proof of attendance, with the agenda and signature of the workshop trainer to the FDS.	Family Development Specialists Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Coordinate with Division of Workforce Solutions, JobLink Career Centers, Eastern Carolina Workforce Development Professional Association and community colleges to assist participants with job development, job placement, employment/ career counseling, and also to promote Career/Services Fairs.	Family Development Specialists Family and Community Administrator	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Coordinate with partner agencies to ensure participants have appropriate attire for job search and job interviews. Participants must submit a job search form listing all businesses where applications and/or interviews were completed, including the date and signature of authorizing official at least once per week during the job search.	Family Development Specialists Family and Community Administrator	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Education and Support Services Assist participants with researching appropriate educational institutions for Basic Skills Training, GED Programs, remedial education, literacy, colleges, universities and other institutions of higher learning and training.	Family Development Specialists Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Seek out additional assistance for luition, books, materials, and fees on an "as needed" basis for participants and approve case-by-case depending participant's status of compliance with the program.	Family Development Specialists Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Transportation Provide limited financial assistance for gast inspections, insurance, driver's license, or other transportation related needs for participants to operate a motor vehicle to attend school, work or medical appointments as approved by the PFCE Manager and program director.	Family Development Specialists PFCE Manager Program Director	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017

Purchase lickets through county transportation services for participants not eligible for transportation vouchers through DSS or other public and private agencies.	Family Development Specialists PFCE Manager	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Advocate on behalf of participants with local car dealers to ensure participants purchase vehicles at affordable rates.	Family Development Specialists	7/1/2016-	7/1/2016-	7/1/2016-	7/1/2016-
	Family and Community	6/30/2017	6/30/2017	6/30/2017	6/30/2017
	Administrator	9/2016	12/2016	3/2017	6/2017
Refer participants to mechanics to ensure that vehicles are reliable and investment is matched with purchase.	Fanily Development Specialists	7/1/2016-	7/1/2016-	7/1/2016-	7/1/2016-
	Family and Community	6/30/2017	6/30/2017	6/30/2017	6/30/2017
	Administrator	9/2016	12/2016	3/2017	6/2017

Section II: One Ye	ar CSBG Program Objecti (continued)	ve and Acti	vities		
Activities	Position Title(s)	In	nplementati	on Schedu	le
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Transportation Approve down payment assistance for participants to be approved for an affordable loan to purchase a vehicle to help meet their goals.	Family Development Specialists PFCE Manager	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Housing Partner with Section 8 HUD programs and Public Housing Authorities to ensure families secure safe, standard housing.	Family Development Specialists Family Support Coordinators Family and Community Administrator	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Outreach Provide workshops and Include print materials as resources to motivate with self-help in the areas of legal issues, financial management, credit counseling, career and employment readiness, conflict resolution and crisis intervention to Head Start Parents for Self-Sufficiency program recruitment.	Family Development Specialists Family Support Coordinators Family and Community Administrator	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Coordinate with community colleges, faith-based agencies, public housing authorities, and DSS to provide self-help workshops and seminars for low-income Individuals and families.	Family Development Specialists Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Collaborate with Salvation Army, Fraternal Order of Police, military assistance programs and local churches to provide toys, gifts, clothing, school, supplies and backpacks for Back-to-School Distributions and Christmas projects for families enrolled in the program.	Family Development Specialists Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2917 3/2017	7/1/2016- 6/30/2017 6/2017
Operate satellite sites for staff availability to provide services throughout the four county service area at Head Start centers, JobLink Career Centers, Jones County DSS and New Bern Housing Authority.	Family Development Specialists Family Support Coordinators	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Information & Referral Develop a system for coordinating a variety of services with other agencies and organizations in the service area.	Family Development Specialists Family Support Coordinators Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Refer participants on an "as needed" basis for medical and mental health counseling and therapy services.	Family Development Specialists Family Support Coordinators	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Conduct follow-up on all referrals for participants.	Family Development Specialists Family Support Coordinators Family and Community Administrator	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017

	ear CSBG Program Objecti (continued)	ve and Acti	ivities		· · · · · · · · · · · · · · · · · · ·
Activities	Position Title(s)	lr lr	nplementat	ion Schedu	le
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Crisis Intervention Provide payments for 50 Head Start/Early Head Start families with children enrolled in the program at CCA. Services will be provided using a case management approach to support, stabilize and promote the well-being of families with children. Referrals and support services will be available to all Head Start families.	Family Development Specialists PFCE Manager	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Manage each family case-by-case, provide support in goal-setting, guidance and direct financial assistance with available funds on an as needed basis.	Family Development Specialists\ PFCE Manager	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Provide information and arrange for participants to attend workshops and seminars for Life Skills Training, Acquiring Positive Parenting Skills, Healthy Relationships, money management, tutoring, counseling, and other events related to helping individuals and families to help themselves.	Family and Community Administrator Family Development Specialists Family Support Coordinator	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Housing Stabilization and Support Services Provide payments for housing and utility deposits, rental assistance to avoid evictions, and mortgage payments to avoid foreclosures for 60 individuals/familles living in Carteret, Craven, Jones and Pamilico countles experiencing loss of employment, a disability, or other hardship.	Family Support Coordinators Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Assist families to avoid a crisis situation by working with other agencies to provide food, clothing, shelter and utilities, medical, dental, and prescribed medications.	Family Support Coordinators	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Partner with HUD, public housing authorities, community development corporations, Habitat for Huntanity, Self-Help, Single Family Rehabilitation, and Consumer Credit Counseling to provide housing resources and options, and conduct Home Ownership workshops for participants and community af-large.	Family Development Specialists Family Support Coordinators Family and Community Administrator	7/1/2016- 6/30/2017 9/2016-	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 -3/2017	7/1/2016- 6/30/2017 6/2017
Work with Weatherization programs to provide outreach for energy efficiency education, assessments, and inspections for participants and the community at-large.	Family Development Specialists Family Support Coordinators Family and Community Administrator	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Involve services of Legal Ald, Self-Help, lending institutions, mortgage companies and real estate agents to provide additional supports to assist families to maintain safe, affordable housing.	Family Development Specialists Family Support Coordinators Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Conduct follow-up on all referrals for participants.	Family Development Specialists Family Support Coordinators Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017

Section II: One-Y	ear CSBG Program Objectiv	ve and Act	vities				
Activities	Position Title(s)	Ir	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter		
Staff Development and Training Plan, coordinate and conduct in-service trainings for Family Development Services staff within the Family & Children's Services Department at CCA.	Family and Community Administrator PFCE Manager Program Director	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017		
Research and inform staff of upcoming training opportunities to enhance and improve job performance and delivery of services to participants.	Family and Community Administrator PFCE Manager Program Director Deputy Program Director	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017		
Attend training sessions for professional and specialized certifications, continuing education credits and advanced degrees.	Program Director Deputy Program Director PFCE Manager Family and Community Administrator Family Development Specialists Family Support Coordinators	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017		
Approve financial assistance for staff to obtain higher education in accordance with education assistance policies at CCA.	Deputy Program Director Program Director	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017		
Attend meetings, councils, and events related to the improvement of agency networking, family services and other related activities to help families and the community.	Program Director Deputy Program Director PFCE Manager Family and Community Administrator Family Development Specialists Family Support Coordinators	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017		
Conduct interviews, performance evaluations, administer disciplinary actions if needed, and ensure that staff remains in compliance with federal labor standards and CCA Personnel Policies and Procedures.	Deputy Program Director PFCE Manager	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017		
Volunteer Recruitment, Training and Support Recruit Head Start parents, Self-Sufficiency participants and other qualified members of the community to assist with outreach services, workshops/seminars and special events sponsored by the agency.	PFCE Manager Family and Community Administrator Family Development Specialists	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2015- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017		
Provide training and development related to the agency's Codes of Conduct and duties and responsibilities for volunteers.	Family and Community Administrator PFCE Manager Deputy Program Director	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017		

Section II: One-Ye	ear CSBG Program Objecti (continued)	ve and Acti	vities		***************************************
Activities	Position Title(s)	lr 1r	nplementat	on Schedu	le
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Participant Direct Financial Support Provide payments for supportive services for 50 families/individuals participating in goal-setting to work toward self-sufficiency on an "as needed" basis at an average of \$8 00 per family/individual per year. Support services to include transportation costs, child care, healthcare, medical, dental, life skills training, work uniforms/ tools/supplies, parenting training, educational assistance, incentives and stipends for completing educational and work-related projects; assistance for emergencies and/or household expenses for housing/utilities; and other financial assistance to help families to stay focused on goal achievement. Fund level varies according to each family need Subject to approval by the Family and Children's Services Program Director.	Family Development Specialists PFCE Manager Program Director	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Budget:\$40,000 Provide payments for direct supportive services for crisis Intervention to 70 families with children who are enrolled in the CCA Head Start/Early Head Start program at an average of \$300.00 per family/individual per year. Services to include alleviation of crisis situations by providing deposits for housing/utilities, avoiding evictions, utility terminations, and car repossessions, providing assistance for transportation and child care, crisis assistance for housing, work-related expenses and other needs as approved by the Family and Children's Services Director. Fund level varies according to each family need.	Family Development Specialists PFCE Manager Program Director	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Budget: \$21,000 Provide payments for direct supportive services to stabilize 80 individuals who are experiencing hardship as a result of disability and/or job loss at an average of \$300.00 per family/individual per year. Support stabilization services to include deposits for housing and utilities for families moving into affordable or subsidized/public housing and/or participating in the HUD rental assistance program. Additional support services to include transportation costs, child care, crisis intervention, education, work-related expenses and other needs as approved by the Family and Children's Services Program Director. Fund level varies according to needs of each family. Budget: \$24,000	Family Support Coordinator PFCE Manager Program Director	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Approve expenditures for participant services, incentives, slipends and other necessary fees related to promoting the safety, stability and well-being of individuals/familles, case-by-case.	PFCE Manager Program Director Asst. Comptroller/CFO Executive Director	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017

Section II: One-Ye	ear CSBG Program Object (conlinued)	ive and Acti	vities		
Activities	Position Title(s)	In	nplementati	ion Schedu	le
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Internal Compliance Monitoring Conduct weekly site visits at satellite sites by meeting FDSs and FSCs to ensure quality program services, participant eligibility based on income and household size in accordance with OEO requirements, NCAC Title 10A and other state and federal regulations	Family and Community Administrator PFCE Manager Program Director	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Monitor AR4CA, reconcile services using spreadsheets and requisitions submitted for payments to vendors, and original receipts are properly filed every 30 days.	Family and Community Administrator PFCE Manager Program Director	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Review case files and use checklists to ensure completed applications, income calculations, certification of waivers, release of information and all other sensitive forms are documented and secured for participant confidentiality.	Family and Community Administrator	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Develop reporting form for findings during internal monitoring and submit reports to the PFCE manager for review every 30 days, with corrective action plans, to be submitted to the program director.	Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Consistently evaluate local policies and procedures for personnel, fiscal, and program activities to ensure all standards and regulations align with federal and state requirements.	Family and Community Administrator Program Director	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Complete all reports as scheduled for timely submission and organize and maintain records.	Family and Community Administrator	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Track and maintain inventory of all equipment purchased with CSBG/OEO funds, and submit status reports every six months to the PFCE Manager.	Family and Community Administrator	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Program Expenditures Approve all expenses related to staff, participants and operational costs.	Program Director Asst. Comptroller/CFO Executive Director	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Approve expenditures for participant services, incentives, stipends and other necessary fees related to promoting the safety, stability and well-being of individuals/lamilles, case-by-case.	PFCE Manager Program Director Asst. Comptroller/CFO Executive Director	7/1/2016- 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Plan and implement Annual Celebration of Success to con- gratulate participants for accomplishing goals, meeting program standards of success, and promoting community awareness of self-sufficiency family development for low- income people. The event serves approximately 200 participants, their familles, and community partners.	Family and Community Administrator PFCE Manager Deputy Program Director Program Director	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017
Approve expenditures related to Celebration of Success, Male Involvement Initiatives, and other activities related to the Family and Children's Services Program.	PFCE Manager Program Director Asst. Comptroller/CFO Executive Director	7/1/2016 6/30/2017 9/2016	7/1/2016- 6/30/2017 12/2016	7/1/2016- 6/30/2017 3/2017	7/1/2016- 6/30/2017 6/2017

Commissioners' Minute	es	J	anı	ua	ry	19	, 2	01	6				E	300	exti	1 B	P	ąge			ı									
*Adult Day Care & Adult Day Health Care Net Service Cost ADC ADHC Daily Care Transportation Administrative Net Ser. Cost Total Net Ser. Cost Total	Total													Transportation	Services			New Bern, NC 28562	2822 Neuse Blvd	COMMUNITY SERVICE PROVIDER	NAME AND ADDRESS									
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Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding. Signature, County Finance Officer Date	21652		HIMINIMININIII	111111111111111111111111111111111111111									MINIMINIMINI		Total			Provider Services Summary	Courty .	County F	Home and Community Care Block Grant for Older Adults									
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Authorized Signature, Title Community Service Provider Signature, Chairman, Board of Commissioners	24058	0	0	0	0	0	0	0	0	0	0	0	0	24058	Total Funding		E	<u>নি</u>	ا در	0.5										
ignature, Title ervice Provid	1366													1366		icd .	-FF	REVISION#1 . DATE:12/14/15		DOA-732 (Rev. 2/15) County Jones										
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	81													81	 		т	:12/14/15	c 30, <u>2016</u>											
Date	1366													1366	Total Units	Projected														



2015-16 DPI Facility Needs Survey

Johnes County Schools Long Range Plan

Administrative Unit: Jones County Schools (Unit 520)

I. Certification of Board of Education

The Jones County Schools Board of Education hereby submits its Facility Needs Survey dated 1/8/2016 listing all improvements and additional facilities needed to accommodate projected enrollments through the 2020-21 school year and improvements to existing facilities to provide safe, comfortable environments that support the educational programs.

We do hereby certify that the needs identified herein are a true representation of our situation. Alternatives were considered and this plan provides the best balance between cost and benefit to our students. We understand that costs have been standardized to statewide averages to provide uniform comparisons.

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	Chairman , Chairman	_//////	_Dat
Allechaif Brace	, Secretary, Ex-officio	, , ,	_Dat

2. Certification of Board of County Commissioners

The Jones County Board of Commissioners has received and reviewed a copy of this survey prior to submission to the State Board of Education. This does not necessarily constitute endorsement of or commitment to fund the Facility Needs Survey.

1	Chairman	Date
	County Manager or Clerk	Date



2015-16 DPI Facility Needs Survey

Cost Summary 6 to 10 Years

Jones County Schools

Cost Summary (6 - 10 years)

	Unit: 520	Priority	New School	Additions	Renovations	Furn/Eqpt	Land	Total
308	Comfort Elementary	3	0	0	136,800	0	0	\$136,800
328	Maysville Elementary	3	0	0	17,100	0	0	\$17,100
336	Trenton Elementary	3	7,884,089	0	0	714,028	0	\$8,598,117
		Totals:	7,884,089	0	153,900	714,028	0	\$8,752,017



2015-16 DPI Facility Needs Survey

Cost Summary 0 to 5 Years

Jones County Schools

Cost Summary (0 to 5 years)

	Unit: 520	Priority	New School	Additions	Renovations	Furn/Eqpt	Land	Total
320	Jones Senior High	2	16,484,384	0	0	1,303,948	0	\$17,788,332
324	Jones Middle	1	10,961,734	0	0	934,203	0	\$11,895,937
328	Maysville Elementary	2	0	Ō	68,400	0	0	\$68,400
336	Trenton Elementary	1	0	1,505,750	0	126,375	0	\$1,632,125
	A supplied to the supplied to	Totals:	27,446,118	1,505,750	68,400	2,364,526	0	\$31,384,794

520 320 Jones Senior High

520 308 Comfort Elementary 520 304 Pollocksville Elementar

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UNIT: 520

ADM 2014/15 Pre-K

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Middle High

X-12

Mobile

Teach Station

Needs

Planned Capacity (future)

<u>۸</u>

Middle High

X-12

520 324 Jones Middle

520 328 Maysville Elementary

134 151 312 147 176

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Renovations New School (Under New School (Under Renovations

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None Needed

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Capacity Summary

		520 336 Trenton Elementary
Current Capacity: ADM 2014/15: Difference:	Totals:	ementary
rent Capacity: ADM 2014/15: Difference:	1,108	188
	87	33
K-5 M 762 557 205	762	248
Middle 209 239 (30)	209	0
High 495 312	495	0
<u>K-12</u> 1,466 1,108 358	1,486	248
,,	0	0
Pro	0	0
Total Capacity: Proj Enroliment 2025/26: Difference:		New School
(s) (2)	87	33
,	864	350
<u>Middle</u> 300 274 26	300	0
High 550 309 241	550	0
<u>K-12</u> 1,714 1,146 568	1,714	350

Capacity Plan Summary - Jones County Schools

printed: 1/8/2016

				521	521	52(52(52(521			劉言
)336)328	324	320	308	304			(0)(0)(0)(0)(0)
	Curren AD		Totals:	520 336 Trenton Elementary	520 328 Maysville Elementary	520 324 Jones Middle	520 320 Jones Senior High	520 308 Comfort Elementary	520 304 Pollocksville Elementar	UNIT: 520	1016	2015-16 DPI Facility Needs Survey
Difference:	Current Capacity: ADM 2014/15:		1,108	188	134	151	312	147	. 176	ADM 2014/15 Pre-K	iones conmissiones	acilit
			87	33	18	0	0	18	18	Pre-K	Name.	y Ne
205	762 557	ις I≥	762	248	178	0	0	168	168	K-6 Cura	Sellio	eds S
(30)	209 239	Middle	209	0	1	208	0	0	0	Current Capacity -5 Middle High	OG:	urve
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358	1,466 1,108	K-12	1,466	248	179	208	495	168	168	K-12	Caleridily/Shippina	
		,	0	0	0	0	0	0	0	Mobile	i 10 10 10 10 10 10 10 10 10 10 10 10 10	
	P		0	0	0	0	0	0	0	Teach Station		
Difference:	Total Capacity: Proj Enrollment 2020/21:			Renovations	Renovations	New School	New School	None Needed	None Needed	Needs		
	762 586	l-x-	87	33	18	0	0	18	18	N-erd	0,1101/5/1/(53)	cal
		K-5 Mic	762	248	178	0	0	168	168	lanned K-5		0 to 5
	208 236	Middle	208	0	0	208	. 0	0	0	Planned Capacity (future) K-5 Middle High		Capacity Summary 0 to 5 Years
199	495 296	High	495	0	0	0	495	0	0	(future)		ary
367	1,465 1,098	K-12	1,465	248	178	208	495	168	168	K-12		